

IBEX SKI CLUB
P.O. Box 1542 Palatine, Illinois 60078

Board of Directors Policy #25
Digital Assets Administration

The Ibex website shall be maintained by a "Webmaster" specifically identified and nominated by the Board of Directors (BOD). The BOD shall ensure this position is filled by May 1st.

The functions of the webmaster are to:

- Ensure a consistent website look & feel and informational accuracy
- Maintain website functionality and reliability
- Provide website editing access to site contributors as appropriate and revoke when not required
- Maintain E-Mail accounts and other forms of internet information publishing
- Train club officers and members as needed on the procedures required for publishing technologies as the club grows and changes.
- Maintain the passwords needed for access to our club's digital assets
- Provide one additional set of credentials to the current President to ensure redundancy.

Ibex Digital Assets include:

- Domain Name management
- Hosting account
- Website Content Management System (CMS)
- Content Delivery Network (CDN)
- Page Builder Plugin
- Membership management system
- Email management system
- Facebook club page management and other social media
- Club Archive File

Website Content Approval

To facilitate website consistency, website content must be submitted to the Webmaster through a current member of either the BOD or the Executive Board (EB).

Modifications to the website layout need to be reviewed and agreed with a majority vote by the board responsible for the design modification in question. Where responsibility is not clear, the modification will be at the discretion of the BOD.

Submitting members are responsible for ensuring their area of representation is communicated to the Webmaster on a timely basis and that the information is updated to the website accurately.

Approved: March 12, 2008

Revised: December 10, 2014

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