

## **Technology**

Revised July 2014 by Rob Kimmich.

The Technology jobs are filled by volunteer Club members who have experience with, or are willing to learn, web page development and computer programming. These jobs concern the maintenance of the internet computer systems that the Club uses.

A team of three people is needed so that expertise can be shared and so that one person is usually available to handle problems as they arise. All team members have administrative access to the Club website and domain, allowing them to manage the whole website and the domain.

The following jobs are spread among the team members by mutual agreement. A team member may fill more than one job. This is truly a team effort as many of the jobs overlap and rely on other jobs to function correctly.

### **1. Programmer**

- Develops and maintains the web-based programs which handle the various computerized Club functions, such as membership, climb school, and the annual outing.

### **2. Webmaster**

- Develops and maintains content on the web pages.
- Manages the website files.
- Coordinates with the programmer when a page contains scripting language.
- Coordinates with various Members for posting notices on the website and answering web-related questions.

### **3. Database Backup Administrator**

- Copies the database monthly from the website to a local storage device.

### **4. Website Administrator**

- Assures that the Club domain (chemeketans.org) and the website are working, including troubleshooting problems with the website when it becomes unavailable.
- Maintains the contact and credit card billing information for both the domain and the website host.
- Pays for the domain registration and the web hosting with a personal credit card, annually. These payments are reimbursed by the Treasurer on request.
- Changes the domain and web hosting passwords as needed.