

WEB PAGE AND TECHNOLOGY POLICIES

1. The Club will retain three member volunteers to share the duties of website system administrator and programmer (admins). These volunteers will possess the computer equipment to provide them with continuous access to the internet and development software. At least one of these admins will be versed in programming languages in order to maintain the existing computer code.
2. The admins will maintain a system document containing all needed access information to the website. This document will be shared only among the admins, with a copy stored on the website.
3. A monthly backup of the data file will be made by an admin.
4. A backup of the whole web site will be made about four times per year by an admin.
5. The standard software for word processing documents that will appear on web pages will be Microsoft Word. If possible, the Word document will be stored on the web site to be available to later editors. A PDF version will be stored on the web site and linked to the web page for viewing.
6. Website programs will be written in ASP classic (Microsoft Active Server Pages Classic version), HTML, JavaScript, and SQL (Microsoft Access Structure Query Language). The data will be stored in Microsoft Access.
7. The admins will provide access to areas of the website through FTP (File Transfer Protocol) to members needing to update or maintain certain web pages. Some of these pages include Picture Night, Climbing, Club Minutes and Agendas, and the Bulletin.
8. The admins will provide access to parts of the database menu to members who need the database to fulfill their roles. Some of these members include the President, Vice President, Bulletin Editors, Membership Secretaries, and the Recording Secretary.
9. Email addresses for chairpersons, when available, will be included on the web page.
10. An activity which misses the Bulletin deadline may be posted on the web page by a trip leader as a new activity after the deadline, so that it appears on the master schedule.

Compiled from following sources: Policy doc, Technology job description and Committee Chair responses. May 2016