



The following document was prepared by the IACR web committee in January 2022 as a discussion document for the **Structure, Roles and Responsibilities of the IACR Web Committee** for the IACR Executive meeting of 19th February 2022.

And subsequently adapted at said meeting of 19th February 2022 as the

Guide for the Structure, Roles and Responsibilities of the IACR Web Committee

IACR Website Conversation – Executive Council meeting, Feb 2022

This report is intended as a discussion document for the IACR Executive meeting on 19th February 2022. It is by no means a complete set of guidelines, but a starting point. Should any reader have any points to add or consider, please feel free to contact any of the current website committee to discuss.

Since inception and to-date – an Association Webmaster and a District Webmaster formed the IACR Website Administration team.

The office-holders were elected in the same way as other Association and District office-holders. However, unless they were on the IACR Executive in another capacity the individuals were not a member of the Executive and did not have voting rights. (*per first page in the Annual Report – Webmaster is not listed as being a member of the Executive Council*).

The current website committee was formed by the President in November 2020 to revamp, modernise and re-launch the Association website. This task has now been completed.

Having accomplished their mission, and based on experiences of the last 15 months, **the Website committee have the following proposals** for the future maintenance of the website.

- The current Association positions of Webmaster and District webmasters are disbanded.
- A new non-executive committee is formed
- The non-executive chairperson is appointed annually by President (seeking guidance from the Executive Council).
- The website chairperson is expected to attend and report to Executive Council meetings, but does not have a vote, unless attending in another Executive capacity.
- Website committee members may attend in a non-voting role to lend their expertise to a particular discussion.
- The integrity of the website is maintained only if the information is relevant and up-to-date. Regular updates to the website committee should be part of the roles of ..
 - The President
 - The General Secretary
 - Association Ringing Master
 - District Secretaries
 - District Ringing Masters
 - Individual tower secretaries
- The Website to be included as an agenda item on all Association and District Agendas.

The Chairperson ..

- will be appointed annually by IACR President
- is a non-executive Executive Council office-holder
- will be expected to attend and report to Executive Council meetings.
- primary responsibility will be to maintain the Association website in a timely and effective manner.
- will organise and chair the monthly Website Committee meetings.
- will agree to receive necessary website training.
- will use the Association Webmaster mailbox (email address) on a regular basis to receive updates, news and requests.

the Webmaster email address should be the principal address for contact with our domain name and web host providers.

- will be responsible in establishing and maintaining high standards of excellence for any information added to the site.
- will undertake the edit controls and provide the website committee or contributors with feedback on their articles for publishing.
- will liaise with Association President, General Secretary and District Secretaries to produce a calendar for the coming year.
- will request expressions of interest from the IACR membership to join the website committee

The Committee ..

- The website committee will consist of a Chairperson appointed by the Association President and interested members.
- Non-ringers with specific web skills may be invited to temporarily join the Committee for the duration of a specific project.
- ideal minimum size should be Chairman and 3 others.
- Ideal maximum size should be 7 persons.
- will agree to receive necessary website training.
- should not be district-centric. Nice if there is a representative from each district but should not be mandatory.
encouraged to meet regularly (monthly) to review and updates, gain training on use of newer technology (eg. Zoom - has enabled the current committee to complete it mission on time).

Role of Committee

- the Website Committee will carry out all that is required to maintain the website to a very high level.
Maintaining those standards will ensure the support of the dedicated website persons, providing timely assistance when required, and a high readership.
- Members of the Committee will become proficient in the maintenance of the website and create a set of training notes, all fully tested for the long-term maintenance of the site.
- the Website Committee will maintain a calendar of events for the Association and Districts, adding new entries as required, updating entries, urgent requests, website fees and more
- the Website Committee will ensure that updates for the Association and Districts are added to the website in a timely manner
- edit and add relevant new articles, archive material and TV or film clip.
- proof-read updates from the Association & Districts to ensure accuracy in terms of spelling, grammar and layout while also ensuring that all content is impartial before publishing to the site.
- arrange the training required for the website updates and the editing controls for Committee members.
- in time train General Secretary and District Secretaries to upload relevant detail and/or documentation.
- the Website Committee will annually review Domain host (current is Hosting24) and Design (current is Aspire Media) partners and advice Executive Council of any impending changes.