

## 9. MIDWEST REGION APPOINTED OFFICERS

1. The following position may be appointed by the Midwest Region – Regional Executive with recommendations of the MWR elected officers and the approval of the MWR Governors with no restrictions on the length of term. A MWR elected officer may not hold a MWR appointed position, and a MWR appointed officer may hold only one MWR appointed position concurrently. This appointment will be reaffirmed at the first MWR meeting of each calendar year.
2. Each applicant for a MWR Appointed Officer position shall completely and truthfully fill out and submit to the MWR-RE a Midwest Region Appointed Officer Application form prior to the last regularly scheduled MWR meeting of the year.

### 9.1. MIDWEST REGION WEBMASTER

This job requires dedication and a willingness to put in more than a normal workweek. This may take from 10 - 40 hours per week (or more), depending upon the workload and the requests for updates. The web site is a work tool for all of the Midwest Region (MWR) and the Webmaster must remember when called upon to put something on the web site that time is of the essence.

#### 9.1.1. MWR WEBMASTER RESPONSIBILITIES

The MWR Webmaster will establish and manage the accounts necessary to maintain the MWR's Internet presence. The MWR Webmaster will create links and ensure that links are up to date. Update information in pages so that content is kept current. Check bugs and problems, diagnose and fix them. Ensure that all Webmaster email receives timely responses. Analyze traffic statistics and report regularly. Develop, research, layout and write/edit new sections/features as needed or requested by the MWR Officers and/or Governors. A list of responsibilities follows:

1. Build and maintain the MWR web site
2. Report on the status of the web site at Regional Meetings
3. Work as a liaison between the Midwest Region and the MWR web site Host Server and Domain Registrar
4. Keep the MWR-RE informed in regards to agreements and access to Domain Registration and Host Server
5. Keep the Domain Registrar fees paid in a timely manner to ensure against loss of the Domain Name of mwregion.com
6. Keep the Host Server fees paid in a timely manner to ensure continuous access to www.mwregion.com
7. Strive to keep the web site connected and accessible at all times. If not, troubleshoot the reason, ASAP! The role of the Webmaster for the MWR is a challenging position. Holding an appointed position, the Webmaster is responsible for all aspects of www.mwregion.com
8. The Webmaster shall program HTML and upload pages on to the site. Develop and maintain a strategic plan for our Internet presence, based on management priorities, policy directions, and goals. Other duties include: create enhancements and modifications to our web site; organize and maintain the site; adapt to a changing scene with sometimes conflicting priorities; assess new standards, technologies and trends, and formulate strategies and plans for enhancing the site. Produce a consistent visual image on the site by promoting uniform fonts, formatting, icons, images and layout techniques. Making our site easy to navigate is a must.
9. Work with the MWR Officers, Governors and Members to keep the web site information up to date
10. The Webmaster will maintain and update all information related to the MWR web site such as:
  - a. A MWR Officers Page with contact links
  - b. MWR Region Club links via their web site or e-mail Contact
  - c. Work with the MWR Region Clubs to create a Club web site as a folder on the MWR web site
  - d. Maintain a Schedule/Calendar of Events to include Regional & National Meeting Information, NCCC Convention, MWR Sanctioned Events, MWRCS & MWR Awards Banquet & Regional Party
  - e. Update the MWR Schedule/Calendar of Events throughout the year
  - f. Information requested to be posted by the MWR Officers and Governors
  - g. Forms and Information that would benefit the MWR
  - h. Competition Point Standings and Sanctioned Event Log when presented by the MWR-RCD
  - i. Competition Flyers and Forms when presented by the MWR-RCD
  - j. Acceptable Charity Event Flyers when presented by a Club Governor
  - k. MWR Regional Meeting Schedule presented by the MWR-RE
  - l. MWR Regional Meeting Minutes when presented by the MWR-Secretary
  - m. Maintain the MWR web site Classified Ads
  - n. Maintain the MWR web site Recent Changes Page
  - o. Maintain and update the MWR web site History section
  - p. Link to the NCCC web site
  - q. Link to the FCOA web site
  - r. Link to the other NCCC Regional web sites
  - s. Link to the MWR web site Sponsors on the MWR web site Home Page
11. MIDWEST REGION WEBSITE SPONSORSHIP

In order to offset the costs of the website, the MWR Webmaster should take on the tasks of accepting, billing, posting and maintaining a relationship with the MWR web site sponsors. Refer to Standing Rules section 1.11 item 2 for additional information.