



## WEBMASTER

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1. Maintain the Society website, currently located at [www.ottawaorchidsociety.com](http://www.ottawaorchidsociety.com). Ensure that all information in the website is accurate, up-to-date and appropriate. Periodically check the links and update any which are incorrect or obsolete
2. Report on the website activities and status to the Executive. Propose ideas for new items in the website or improvements in the presentation of the information. Review suggestions through the Executive for approval. Incorporate any suggested updates from the society executive.
3. Maintain a consistent look and feel for any new pages added to the site to blend with the existing structure and style. At the same time, some degree of innovation is beneficial in the spirit of continuous improvement.
4. Collect statistics for site usage, as required.
5. Incorporate photographs from the show table, and photographs from the annual show.
6. Incorporate updated information on the annual show (annually, coordinated with the show timing)
7. Periodically (at a minimum every two years) review the whole site and update as appropriate.
8. Participate in meetings of the Executive committee.

Updated August 2007