

'FEDERATION OF CANADIAN ARTISTS'

CENTRAL OKANAGAN CHAPTER - BOARD OF DIRECTORS

1. OFFICIAL TITLE: Website Manager

A. OFFICIAL ROLE: Maintenance of the Chapter's Website Content

B. Voting Rights (circle one): Yes or No

(Circle one of the following)

Executive Committee Member

Chairperson

Director

C. List of Your Official Duties:

- a. Maintain and update the pages of the website as necessary
- b. Manage the Painting of the Month (POTM) contest
- c. Assist other Committees with the website, specifically:
 - i. Create Show Submissions
 - ii. Assist the Show Chairperson after the jurors have voted with flagging Accepted and Declined entries
 - iii. Assist the Show Chairperson with notification emails
 - iv. Create online Galleries for shows
 - v. Create Courses for workshops
 - vi. Add Fee Codes as necessary
 - vii. Create OASIS pages and ticket purchase invoice
 - viii. Send emails to members as required or requested by a Chairperson
- d. Communicate any issues with the website to Dave Achtemichuk
- e. Assist members with entries or to enroll in classes

D. Day to Day Responsibilities: *(Fill out only those that are applicable to your role.)*

a. A list of tasks you are doing at each monthly meeting:

- a. Report on the Painting of the Month winner

b. A list of tasks you do on a monthly basis:

- a. About 5 days before the end of the month
 - i. Send out a reminder email for POTM
 - ii. Set up the following month's POTM Show Submission

- iii. Send out an email to the juror (the previous month's winner) with instructions
 - iv. Create the current month's Gallery
 - b. On the first of the month, after the juror has made their selection
 - i. Modify the Home Page to display the current month's winner with a link to the winner's website
 - ii. Modify the Home Page to link to the new POTM Submission
 - iii. Modify the Call for Entries page to link to the new POTM Submission
 - iv. Add the paintings from the current month's contest to the Gallery created in D.b.a.iv
 - v. Enable viewing of the Gallery
 - c. **Official FCA-COC Documents:** *(Please list any paperwork that you have in your possession and/or any paperwork you are responsible for obtaining on behalf of the FCA-COC.)*
 - d. **Equipment/Supplies:** *(Please list all FCA-COC purchased items presently in your possession, and explain how and when these items are used during the orchestration of your official role.)*
 - e. **Sub-committee(s):** *(Please provide a breakdown of how the FCA-COC Membership is involved in order to help you complete your role.)*
 - a. I rely on other committees to provide information for Call for Entries, Workshops and special events such as OASIS in a timely fashion
- E. A Yearly Overview of all Events you are responsible for overseeing:**
(Please include types of participants; 'ball-park' budget for each event; event location, times; dates; timelines for tasks leading up to each event.)
- F. Any Future Goals/Recommendations you may have regarding this role.**
- a. This role requires knowledge of computers in general and specific knowledge of how the website works