

Webmaster SOP

Article V

Section 6

The webmaster shall give notice of all meetings of the association and of the Board of Directors. The webmaster shall keep the association website updated, social media, and submit correspondence through e-mail whenever possible.

This webmaster position for the Boise Ranch Women's Association (BRWA) oversees several areas of operation. They are as follows:

- Maintains the webmaster@ourbrwa.org and board@ourbrwa.org email accounts.
- Manages the BRWA website on Wix.com. - ourbwa.org
- Manages information posted to the BRWA Facebook page.
- Correspondence – Sending and Receiving emails.
- Creates the Spring Newsletter.

Webmaster must be highly proficient using a laptop/computer. Extensive knowledge in word, excel, and pdf documents are a must. This position can be very time consuming at times.

Emails – This is checked daily during the golf season. Depending on the time of year, the frequency can drop off but needs to be checked on a regular basis. This can take anywhere from a minute to several minutes depending on the emails received. Expectations are as follows: reply to emails, provide information as needed, and forward emails to various board members as needed. This position manages two emails: webmaster@ourbrwa.org and board@ourbrwa.org

Website – This is very a time-consuming process depending on your skill level. The BRWA uses the Wix.com platform. Several areas need to be updated both annually and weekly.

Time frames run from minutes to hours depending on the time of year and the amount of information to be updated on the website.

- League information is updated weekly when league play starts and takes approximately 30 minutes. This is provided by the VP / League Director.
- Tournaments – Uploading pictures is very time consuming. This can take up to an hour or more after each tournament.
- Annual updates to the website include the following:
 - Home page
 - Bylaws
 - Meeting minutes – uploaded after the completion of every meeting. Notes are provided by Secretary / Treasurer.
 - Tournaments
 - League
 - Officers and contact information.

Spring Newsletter – This is written by the Webmaster and sent out to all BRWA members. Create a template and provides information on the upcoming golf season to include the following:

- Tournament Schedule
- Officers up for election
- Information on officers to include profiles and pictures
- Fundraising efforts
- Past year accomplishments

Facebook – Required to post information to the BRWA page. This information includes the following:

- Tournaments
- League
- Fundraising
- Any significant information to promote the association

Time Requirements - All in all this is a very time consuming position depending on the time of year:

- Pre-season – 10 to 15 hours
- League season – 30 minutes weekly
- End of Season / Off season – 10 hours
- Tournaments – 2 to 5 hours per tournament
- Board duties – 5 hours per month
- Fundraising – 50 hours

Equipment needed: You will need access to the internet, laptop, or computer. You will be working in the following platforms: Website management (Wix.com), Microsoft Teams, Word Perfect, Excel, PDF, and photo / image formats.