

## High Desert Corvette Web Site Chairperson

Thank you for volunteering to be the Web Site Chairperson for the Club. You will play an important role keeping Club members informed and entertained. Also keep in mind that for potential club members this web site may be the first impression of the Club.

As you read through this, please remember these are only guidelines, and a report of what your predecessors have experienced. Remember at the end of your term, you will have the opportunity to modify these guidelines to reflect your experience.

The Web Site chairperson relies members and volunteers to keep the web site current, informational, and entertaining. Some examples: 1) Get information from the President for meeting and locations specifics. 2) Obtain club activities/events list from the Activities Chairperson. 3) Get the web site version of the monthly Newsletter from the Newsletter chairperson. 4) Obtain pictures and videos from club events from the club Photographers.

The club web site, [highdesertcorvette.org](http://highdesertcorvette.org), is currently hosted by GoDaddy. You will need to keep track of when the hosting plan and domain name registration come up for renewal and get approval for the payment. You may want to change the company that hosts the web site but this may require recreating the website from the ground up. You will need to get Board approval to do this.

The web site should contain at least the following information. You may be creative if you would like to display this in a different format than it exists currently.

**Home Page:** showing our Club name, logo, short history, our charter and sponsors.

**Calendar:** Club events and meeting listing with time, place and brief description.

**Contact/Our Volunteers:** List of BODs and other volunteer chairpersons. Provide contacts for the club.

**Newsletter:** Archive of Club Newsletters

**Member Pictures:** Photo of Club members and their cars, listing car year and first name of member(s).

**Forms & Documents:** PDFs of club documents (Bylaws, member application form and other forms).

**Photo & Video Galleries:** Archive of photos and links to photoshows/videos from club events.

**Links:** Internet links to area clubs and other Corvette interest sites.

**Members Only:** A place for more Club sensitive documents like Club Meetings, Club Rosters and Financial reports. You will need to setup log-in invitations and maintain the member only list (add members when requested and delete members who are no longer in the Club).

If you have questions or problems, please contact the prior chairpersons or your E-board. Please remember at the end of your term to provide any updates of this information to the outgoing President two weeks prior to the End of Year Banquet. That provides enough time to update the President's book before giving it to the incoming officers.