



WEBSITE COORDINATOR

ABA Job Description

BASIC FUNCTION

1. To serve as ABA's contact person for people who seek information and assistance via the ABA website.
2. To be responsible for the maintenance and timely updating of the website for the ABA (<http://www.americanbell.org>) as new information is received.
3. To monitor the content of the postings in the Members Area of the website, to edit or delete as necessary.
4. To identify resource persons who have strong knowledge of specific kinds of bells and/or bell-related subjects who can assist in providing information to be used in responding to inquiries.
5. To assist people who need help in using the Members Area forums.

WEBSITE COORDINATOR QUALIFICATIONS

1. Must be computer literate
2. Have internet and email access
3. Basic knowledge of ABA website elements
4. Willingness to work with webmaster
5. Maintain a group of resource persons who have knowledge of specific bells and/or bell-related subjects
6. Ability to be professional, courteous, and respectful in dealing with ABA members and the general public.

CURRENT PROCEDURES

1. Reviews all sections for accuracy of content. Make changes as necessary. The Website Coordinator works cooperatively with officers and committee members in acquiring information needed for updating the sections. It is the responsibility of the appropriate committee chairs to send the changes to the Website Coordinator.
2. The Website Coordinator updates and makes changes to the website and asks for Web Master support from 7 Mile Web Support as needed.
3. The coordinator will work with 7 Mile Web Support and Shock Hosting (our website server) as needed.
4. Ensures that the web hosting site and 7 Mile Web Support are paid in a timely manner.
5. Maintain "Contact Us" page updates to ABA officer changes.
6. Add or revise Convention information on website when it is received
7. Major changes and their costs require approval by the Executive Board before being made. Proposals for changes should be submitted to the ABA President, who will then decide how to proceed with the requests.
8. Interaction with the Bell Tower Editor, Membership Chairman, and the Chairman of the Bell Tower Standing Committee as necessary.



Inquiries

1. Inquiries come via the website in emails addressed to websitecoordinator@americanbell.org.
2. If the Website Coordinator can answer the questions, s/he should do so. If not, the inquiry should be sent to a resource person(s) with a request for the resource person to deal with the person directly and copy the Internet Coordinator on the answer.
3. Records should be kept telling the date of receipt of the question, the name and e-mail address of the inquirer, a brief statement of the request, and its status (active, closed, posted).
4. Solicitations for use of services from businesses should be forwarded to the appropriate officer or committee chairman.
5. Information on ABA members shall not be given to inquirers without the member's permission.
6. The Membership Directory will be in the Members Only section of the website and shall be periodically updated.
7. Information (such as name, address, phone, etc.) of any person or organization shall not be placed on the ABA web site without written permission of the person or organization. Exception – the Membership Directory as noted above.
8. Every effort should be made to provide an answer within two weeks.
9. All responses shall present information about the ABA and encourage inquirers to join.

The Members Area and Forum

1. Monitor the content of all postings in the Members Area Forum and edit or delete as necessary.
Enroll members as users for the Members Area and remove persons whose membership in ABA has expired.
2. Remove any advertising, pornography, or other spam that is posted on the forum as quickly as possible.
3. Learn how to administer the Members Area
4. Provide instructions for using the Members Area as needed
5. Assist people who need help posting.
6. Delete out-of-date information or expired notices of meetings, etc.

The ABA Does Not:

1. Buy bells or collections
2. Maintain a list of appraisers or refer people to appraisers
3. Allow postings that advertise bell collections for sale
4. Allow postings that refer people to auction websites or places where people can buy a specific bell. We do allow the posting of links to bell educational articles posted on commercial websites.
5. Allow postings that are totally non-bell related.



All ABA Position Instructions

(officers, appointments, coordinators and committee chairs):

Review your Job Description and send any updates or note of 'no changes' to the Job Description Coordinator towards the end of your annual term.

Remit to Treasurer all expenses, with receipts by the end of fiscal year, March 31st.

Committees, whose budgets are large, remit expenses with receipts for payment periodically.

Prepare an annual report for your position and email/mail the report to the Secretary no later than one month before convention.

Complete and return by email the Discussion Form sent to you by the Secretary no later than one month before convention.

Important information for name and logo copyrights:

In any print communications there must be the use of the trademarks for the name and logo for ABA.

The first time the organization's name appears it must be capitalized with the registered trademark following. THE AMERICAN BELL ASSOCIATION®.

For the registered trademark: ctrl+alt+r will work on most keyboards. ®

The name of The Bell Tower must have a superscript sm after it.

The sm superscript can be made by clicking the superscript icon in your word processing program sm.

The logo must be the official logo of ABA with the registered trademark.

Website Coordinator: The Website Coordinator will make every effort to properly use and include the ABA logo, specifically by placing the logo on every page of the ABA site, including the Bell Talk Forum, on the first page of any article that is from a meeting's educational program and identifying it as such, on the membership application, on pages where Convention educational programs are listed, and on the Convention registration form.

Website Coordinator: The Website Coordinator will include the wording "exhibits of different types of bell collections" in any and all explanations of BEHOLD; and use the terms "educational programs," "exhibits of different types of bell collections" and "demonstrations of bells" whenever possible to describe same.