

Committee and Role Descriptions & Responsibilities

Committees and Roles which have *** are pending final updates

Web Site Committee:

Web Site Committee Chairperson

- Administer the maintenance and development of both Border Terrier Club of America Web Sites (public and members only)
- Seek out suitably skilled volunteers to be on the Web Committee to handle the routine and periodic updates to the various sections of the websites.
- Where possible, identify resources within the BTCA membership willing to tackle development work "pro bono" either as committee members or on an "as required" basis
- Solicit quotes from qualified suppliers/individuals for any development work requiring expertise outside the scope of the committee or BTCA membership
- Submit proposals for development work to the Board together with the committee's recommendations
- Oversee the activities of the committee to ensure that the integrity of the webs sites is not compromised
- Implement appropriate security procedures to ensure that the integrity of the webs sites is not compromised
- Maintain accurate records regarding domain names, web hosting services, passwords for ftp access and ensure a copy is filed with the BTCA Corresponding Secretary
- Submit semi-annual committee reports to the Vice President

Web Site Committee

Outline of Responsibilities;

- Maintain and update both Border Terrier Club of America Web Sites (public and members only) in accordance with BTCA Web Site Protocols and Standards
 - Provide input to semi-annual committee report to the Vice President
- Administer the maintenance and development of both Border Terrier Club of America Web Sites (public and members-only) including approval of valid member requests to register for members-only site.

Board Business Pages - See Policy 4-07 (discontinued as of December 31, 2017)