



# National Council of Corvette Clubs, Inc.

Incorporated 1960

## Job Description



**WEBMASTER** (Appointed by the President – one year term – no term limits)

The role of Webmaster for NCCC is a challenging position. Holding an appointed position on the Executive Board, the Webmaster is responsible for all aspects of [www.corvettesnccc.org](http://www.corvettesnccc.org).

This job requires dedication and a willingness to put in more than a normal workweek. This may take from 10 - 40 hours per week (or more), depending upon the workload and the requests for updates from the various NCCC departments. The Website is a work tool for all NCCC departments and you must remember when called upon to put something on the web site for our Directors that time is of the essence for our organization.

The Webmaster manages links and cross promotions with other sites, ensuring that links are up to date, updates information in pages and databases so that content is kept current, and checks bugs and problems, to diagnose and fix them. Ensures that all Webmaster email receives timely responses, analyzes traffic statistics and reports on a quarterly basis, and develops, researches, layout, and writes/edits new sections/features as needed by the Council. In addition:

1. Builds and maintains NCCC's web site.
2. Works with members of the Executive Board, Coordinators, Regional Officers, Regional Webmasters, and Members to keep web site information up to date and interesting.
3. Reports on the Web site at Governor's Meetings or at Executive Meetings as required.
4. Ensures the Web site is connected & accessible at all times. If not, troubleshoots the reason, ASAP!
5. Facilitates the Annual NCCC Club Web Site Contest.
6. Builds and maintains the Convention web site with all the related links.
7. Programs HTML and uploads pages on to the site, develops and maintains a strategic plan for our NCCC Internet presence based on management priorities, policy directions, and goals. Other duties include: create enhancements and modifications to the web site; organizes and maintains the site; adapts to a changing scene with sometimes conflicting priorities; assesses new standards, technologies and trends, and formulates strategies and plans for enhancing the site. Produces a consistent visual image on the site by promoting uniform fonts, formatting, icons, images, and layout techniques, including maintenance of template and image archives. Making the site easy to navigate is a must.

Maintains and updates all sites related to NCCC such as:

1. NCCC Officers page
2. NCCC Governors' Meeting Minutes
3. NCCC Competition Page that includes National Competition Points Standings & Drag Records
4. NCCC Membership Detail page
5. NCCC Charity programs page including Scholarships & Grants & Raffle Car
6. NCCC Member Handbook which includes the Competition Manual, By-Laws & Standing Rules
7. Future Corvette Owners Association (FCOA)
8. Merchandise page for NCCC & FCOA & Member Classified Ads
9. NCCC Club Newsletter Contest & Club Web Site Contest Judging, Requirements & Results pages