

## Job Description

### Volunteer TDAA Website Assistant

#### Timeline:

1. Director of TDAA will accept applications until August 15, 2010 .
2. Applications will be reviewed by Director of TDAA and current Webmaster.
3. Interviews conducted by Director of TDAA, current Webmaster, and one TDAA member by September 15, 2010.
4. Orientation and transfer of workload should be completed by November 1, 2010.

Position Responsibility: Update and maintain TDAA website so it is current.

Time Commitment: Approximately 6 hours per week.

Equipment Required: Computer with robust internet connection. TDAA will supply web software.

#### Qualifications:

- 1) TDAA member.
- 2) Experience with maintaining a website.
- 3) Time to update **AT LEAST** weekly.
- 4) Plays well with others.

5) Working knowledge of web software. The website currently uses HTML, Java Script and PHP/MySQL as well as Microsoft Front Page extensions.

Reporting Relationship: Supervised by Director of TDAA. The Webmaster receives input and make modifications to the website only from board approved individuals. Any request for change from clubs or other individuals must be approved by the Director of TDAA.

Working Relationships: Inputs/updates are received from the TDAA board members, TDAA handlers, TDAA judges, TDAA event approved, TDAA club liaison, TDAA club representatives, and TDAA judges' advocates.

#### Responsibilities:

##### Home Page:

- 1) Update scroll.
- 2) Create java script roll over hyperlinks.
- 3) Update java script picture rolls

#### About TDAA:

- 1) Add information as directed.

#### Calendar of Events:

- 1) Move completed trials from current listing to archive.
- 2) Add APPROVED web listings as received from designated person.
- 3) Update pending events to approved events as notified by designated person.
- 4) Add premiums to approved events.

#### Membership Clubs:

- 1) Add clubs when notified by designated person.
- 2) Modify graphic map when adding and deleting clubs.
- 3) Update club contact information when sent by designated person.

#### News, Files and Forms

- 1) Add, update and/or delete files as directed.

#### TDAA Judges

- 1) Add or remove judges from list when notified by designated person.
- 2) Update judge contact information when notified.

#### TDAA Rules

- 1) Update as directed.

#### Judges' Briefings

- 1) Update as directed.

#### TDAA Family Photos, TDAA Champions, TDAA Champions 2

- 1) Add, update and delete as directed.
- 2) Edit pictures to improve appearance and provide standardization.

#### Petit Prix Nationals

- 1) Add, update and delete as directed.

- 2) Move information from current to archive in a timely manner.
- 3) Update java script picture rolls.
- 4) Edit pictures to improve appearance and provide standardization.

#### TDAA Merchandise

- 1) Add, update and delete as directed by store manager.

#### TDAA FAQs

- 1) Add, update and delete as directed.

#### Contact TDAA

- 1) Add, update and delete as directed.
- 2)

#### TDAA Members

- 1) Add newsletter as submitted by secretary.
- 2) Add treasurer's report as submitted monthly by treasurer.
- 3) Add BOD minutes as submitted by secretary.
- 4) Add, update and delete as directed.
- 5) Will NOT have responsibility for online dog records.

#### Reports

- 1) Submit quarterly TDAA website utilization report to Director of TDAA.
- 2) Submit quarterly report of suggested changes/improvements to website to Director of TDAA.