

## **FSMTA Webmaster**

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### **General duties**

The webmaster is the main architect of the FSMTA website and is responsible for designing, building and maintaining the website. In general, the webmaster will generate and revise web pages, respond to emails, keep the pages current, and is responsible for the correct functioning and overall performance of the website. The webmaster will maintain the integrity of the site's content and embedded links, update the site's information as often as required, and attend to the questions and problems of the site's users. The webmaster will ensure that the website functions correctly for all users, no matter the browser or computer type.

The webmaster also serves as desktop publisher for FSMTA and FSMTF. The webmaster will design and generate desktop publications as described below. In addition, The webmaster will revise/reformat all material received from FSMTA and FSMTF officers, members, and others in order to maintain uniformity and professional standards of design throughout the website.

The webmaster will maintain databases as required for various secure areas of the website.

The webmaster shall be invited and encouraged to attend all Executive Board meetings as a non-voting member.

The duties of the webmaster are limited to FSMTA and FSMTF business. Projects undertaken on behalf of local, district, or Conference committees should be contracted privately with the FSMTA webmaster.

### **Architectural duties**

- Design website architect according to current technologies and protocols, taking into account bandwidth requirements and font recognition across platforms. Publish to internet at [www.fmta.org](http://www.fmta.org).
- Secure adequate server space to store additional material as needed.
- Update and redesign website to reflect current techniques and design elements, and standard web protocols.
- Add elements as requested by organization (e.g. video, interactive surveys, discussion boards)

### **Business duties**

- Determine best website hosting service. Maintain files on host server. Procure additional server space as needed.
- Submit invoice for professional duties to FSMTA treasurer.

### **Maintenance duties**

- Update "Upcoming Events" page; remove events as they occur.
- Post announcements as directed by FSMTA officers; remove announcements as they become outdated.

- Post winners of all competitions along with bios and photos on both the “Announcements” and “Winners” pages.
- Update “Arts and Awareness” page as directed by chairman.
- Send emails to College Council members as directed by College Council Chair.
- Receive monthly database from VP for Membership. Run the Webmaster query and post all changes to the *FSMTA Membership Directory*. Upload to website. Archive annually on July 1<sup>st</sup> when new directory begins. Keep all archived copies on webpage.
- Upload *FSMTA Membership Directory* as needed when additions or changes are made between monthly membership updates.
- Upload *FSMTA Membership Handbook* as needed when changes or updates are made after new edition is published to website on odd years. Include update date in document footer. Archive and keep on webpage all previous editions.
- Post *The Florida State Music Teacher* newsletters when received from the Editor. Email the newsletter to membership. Keep all newsletters archived on webpage.
- Update the official *Bylaws/Articles* as instructed by the Constitution and Bylaws Revision Chair.
- Update the “Contacting Us” pages to reflect current officers, post photos of each officer and hyperlinks to email addresses.
- Maintain site index with direct links to pages and specific bookmarks.
- Maintain list of certified members on “Certified Members” page.
- Maintain current list of FSMTA Approved Judges as directed by FSMTA Apprentice Judging Chair. Upload to “Approved Judges” webpage.
- Maintain list of FSMTA Directors on “Past Presidents” page.
- Maintain list of Commissioned Composers on “Commissioned Composers” page.
- Maintain *A Brief History* on the “History” page as directed by Archives/History Chairman.
- Maintain “Annual Awards” page which includes *FSMTA Local Association of the Year* award and *Excellence in Teaching Award*. Post photos and bios of *Excellence in Teaching Award* winners.
- Maintain “Members in the News” page with current important news of FSMTA members.
- Maintain FSMTF pages with information, awards, and opportunities for giving as directed by the FSMTF President.
- Maintain the “Internet Links” page with Local, District, State, and National MTA links; add “Other Music Related Links” as directed by FSMTA President.
- Maintain a Florida State map of the districts, providing location of each district, and local associations within that district on the “Map of Districts” page.
- Update, format, and post *Code of Ethics* page as needed.
- Update and post *Conflict of Interest Policies* for FSMTA and FSMTF as needed.
- Annually update College Council list using the FSMTA database.

- Receive and post all FSMTA and FSMTF Executive Board agendas, minutes, and reports along with minutes from General Sessions at the FSMTA Conference. Keep all agendas, minutes, and reports archived.
- Post Conference information, maps, photos, announcements, hotel information, workshops, guests, schedule, etc. for the annual FSMTA Conference to the “Conference page.”
- Answer email directed to [webmaster@fmta.org](mailto:webmaster@fmta.org) and any errant emails which are sent to an incorrect fmta.org address.
- Send out emails as directed and/or approved by the FSMTA President.
- Maintain a contact list for all members of FSMTA with email addresses.
- Maintain confidential email forwarding of all officers through use of the server’s email control panel. Officers include FSMTA Officers, Standing Committees, District and Local Association Presidents.
- Annually archive the following, put on a CD, and mail to Archives/History Chairman:
  - EB agendas, minutes and reports; Minutes from the general sessions at the conference; Student Activities Handbook; Manual of Procedures; FSMTA Newsletters; FSMTA Directory (includes Bylaws, Handbook, Membership Directory); Conference program.

### **Desktop publishing duties**

- Rewrite and publish the *FSMTA Membership Directory* beginning July 1<sup>st</sup>.
- Annually update lists of Associate Members, Honorary Members, Life Members, Student Members, and Commissioned Composers in the *FSMTA Membership Directory*.
- Rewrite and publish the *FSMTA Membership Handbook* on odd years after new officers are installed. Include changes in local, district, state, or national officers and chairs, and additions to the list of FSMTA Directors, including hyperlinks to every email address. Update list of approved judges.
- Archive old Membership Directories. Updates will come through the VP for membership via email (address/phone/email changes, monthly updates from MTNA). Include hyperlinks to every email address. Include update date in document footer.
- Work with VP for FSMTA Competitive Events to update all Competitive Events forms; format these forms and convert to interactive forms; post to website; give instructions for submission of forms, bios and photos.
- Update, format and post *Introduction to Student Day Handbook* as needed.
- Update, format, and post current Member Application as needed.
- Update, format, and post *Certification Handbook* as needed.
- Update, format and post *Apprentice Judge Applicant Form* as needed.
- Update, format and post *FSMTA Local Association of the Year Award* form as needed.
- Update, format and post *Handbook for Local and District Presidents* as needed.
- Update, format and post *Handbook for Local Membership Chairs* as needed.

- Update on a 4-year rotational basis the Student Day Adjudication Forms and Tests for all levels, all instruments. Post to secure area of the website with access only to Student Day Chairmen as instructed by the VP for FSMTA non-competitive student events. Keep copies of all four years archived.
- Update *Handbook of Student Activities* (including Student Day Forms for all levels, all instruments) and post to website.
- Update, format and post *Manual of Procedures* to be updated on the odd numbered years. Updated files are to be archived with changes noted in red. Change date in header on each page of every file. Make an electronic copy of the updated manual and mail to Procedures Chair.
- Format and post "Photo Permission Form" to be used for all winners who will be posted on the FSMTA website.

### **Database duties**

The following databases shall be maintained in separate secure areas of the website:

- Secure access allowed for all current FSMTA members to *Bylaws/Articles*, *FSMTA Handbook*, and *FSMTA Membership Directory*. (Two access points via the website)
- Secure access allowed for all current FSMTA members to *Handbook of Student Activities* (including Student Day Forms)
- Secure access allowed **only** for current Student Day Chairmen to Student Day Adjudication Forms and Tests.

### **Job requirements**

In order to perform the duties of this position, the FSMTA webmaster shall demonstrate proficiency in a variety of software including web development, Microsoft Word, Access, Excel, Publisher, Outlook, Adobe Acrobat Writer, photo editing software, and video editing software.