Annual Website Maintenance

1. Review File Storage

All documents and photos should be stored in the appropriate folder for the Club Year. If this is not done, once the items are moved to the correct place, any location the website where that document previously existed, each item needs to be deleted and replaced as the link will not be valid

2. Set up Luncheons for upcoming Club Year

Best practice is to copy existing "event" and then check ALL dates for event parameters as each Luncheon is established. Use "Check back for more information soon" or something like that in the body of the Event.

As soon as ALL artwork and event details are determined and created for the new Yearbook, use that document to copy/paste information into each luncheon. Request one email with all artwork/photos for the nine luncheons. Also ask that the Subject Line of those emails is descriptive of the contents.

3. Set up New Pages for:

2019-2020 TMC General Meeting Agendas & Minutes
2019-2020 TMC and TMCC Financial Reports
2019-2020 TMCC and TMCC Board Agendas & Minutes
2019-2020 Newsletters

Once New Pages are set up, make sure all documents are up to date on existing pages and then move to Archive

4. Edit Past Board member records and Incoming Board member records to reflect new status

5. Edit Contact Page to reflect new contacts

6. Review Pages to update:
    1. Membership Form
    2. Member Information
    3. Decorating Committee/Dean of Chairs Page
    4. Past Presidents
    5. Fine Arts Awards Winners

7. Ongoing Jobs:
    1. Event Set Up for Major Events - copy past events and then edit
    2. Home Page edits to promote events
    3. Assist with Publicity Chair with event creation and management
    4. Assist Membership Chair with member additions and archives - NO member should ever be deleted!
    5. Assist Newsletter Chair as needed
    6. Assist President as needed

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