

## WEBMASTER GUIDELINES

### GENERAL:

The purposes of the BHCA website are 1) to provide educational information that promotes the club and the breed to the general public; 2) as a source of official information on club policies and events for BHCA members; and 3) as a gateway for the payment of club dues, for the payment of advertisements in the Tally-Ho, and for the purchasing of club publications and commemorative merchandise through the BHCA Country Store.

The Board of Directors appoints the Webmaster at the first meeting of the Board subsequent to the Annual Meeting. The person selected will have the necessary skills and interest to function in this position.

The Webmaster will perform all necessary duties to keep BHCA's website functioning and content as current as possible. Links to other sites must be directed or approved by a BHCA officer in consultation with the Board. The Webmaster works under direction of the BHCA Board. The Board will monitor the content of the page. The Board will review changes to the website on a quarterly basis. All content must be approved by the Board. The Webmaster will submit a summary report and/or printed copy of changes since prior Board review and will promptly fulfill requests from the Board that material be added or removed from the BHCA web site.

Approved, October 1997

Revised November 15, 2016