

# Web Team Division Roles

## Job Descriptions

The Web Team Division has overall responsibility for the maintenance and upkeep of the Astronomical League website. They are also responsible for modifying and adding content as needed.

To fulfill this requirement there are different roles required to ensure that the website remains current and accurate. In addition to the roles on the web team, other divisions at the Astronomical League work very closely with the web team to meet the needs of the other facets of the League.

The web team operates under some general guidelines:

- The general format of the website and web pages is to be consistent across all web pages.
- Modifications to the layout and content of the Home Page are to be avoided. The home page must be clean and uncluttered.
- Members of the team will restrict their edits to their specific role definitions.
- White papers will define the extent of responsibilities of members of the web team.
- Members of the web team may serve in more than one capacity (role).

### **Job Descriptions:**

#### **Web Master:** (Currently filled)

- The Web Master is responsible for all aspects of the website. This includes:
  - Liaison with the hosting company.
  - Ensuring that backups are done frequently.
  - Restoring portions of the website from backup when required.
  - Updating the databases in the testing environment from the production environment prior to modification to the underlying programs and application access.
  - Underlying programs and applications.
  - Web pages.
  - Databases.

#### **Assistant Web Master:**

- The Assistant Web Master is the backup for the Web Master.
- The Assistant Web Master has all of the same capabilities and responsibilities as the Web Master.
- Specific functions to be done by the Assistant Web Master will be defined by the Web Master and may change from time to time.

**AL Web Liaison:** (Currently filled)

- The Web Liaison is responsible for working with the web team to represent the Astronomical League.
- Working with the Web Master and the assistant Web Master the Liaison will approve major functionality and appearance changes to the AL website.

**Configurator and Developer:**

- The Configurator and Developer is responsible for helping to maintain and update the underlying programs and application access.
- Specific needs will be defined and assigned by the Web Master and Assistant Web Master as needs arise.
- Changes to the underlying programs and application access are to be done in the testing environment before being uploaded to the production environment.

**General Web Page Manager:**

- The General Web Page Manager is responsible for the maintenance and support of the web pages that are not part of the Observing Program Division.
- This Manager also provides a backup for the Observing Program Web Page Manager.
- Grammatical and Spelling corrections may be done by the General Web Page Manager as needed, without prior approval. If there are any questions, the changes should be reviewed by the AL Web Liaison.
- Specific needs will be defined and requested through this process:
  - Members of the AL will make requests to the Web Master, Assistant Web Master, or the AL Web Liaison.
  - Changes in web page content will be approved by the AL web Liaison.
  - Requests for modifications will be made to the General Web Page Manager by the AL Web Liaison, the Web Master, or the Assistant Web Master.
- Changes to web pages may be made directly in the production environment.

**Observing Program Web Page Manager:**

- The Observing Program Web Page Manager is responsible for the maintenance and support of the web pages that are part of the Observing Program Division.
- This Manager also provides a backup for the General Web Page Manager.
- Grammatical and Spelling corrections may be done by the Observing Program Web Page Manager as needed, without prior approval. If there are any questions, the changes should be run by an Observing Program Director.
- Specific needs will be defined and requested through this process:
  - Members of the AL will make requests to the Observing Program Coordinators.

- The Coordinators will recommend changes for review to the Observing Program Directors
  - Requests for modifications will be made to the Observing Program Web Page Manager by the Observing Program Directors as needs arise.
- Changes to web pages may be made directly in the production environment.

**Observing Program Database Administrator:** (Currently filled)

- The Observing Program Database Administrator is responsible for the maintenance of the Observing Program databases on the AL website.
- There is an AL White Paper that defines and describes the processes and standards of the on-line Observing Program database.
- This includes this functionality:
  - Adding awards and awardees.
  - Adding new awards.
  - Adding new levels to existing awards.
  - Database cleanup as required.
- Awards and awardees are submitted to the Observing Program Database administrator directly from the Observing Program Coordinators.
- Changes to the Observing Program Database may be made directly in the production environment. Defined and requested by an Observing Program Director to the Observing Program Database Administrator.
- New awards and new levels will be defined and requested from the Observing Program Directors.

**Society and Regions Administrator:**

- The Society and Regions Administrator is responsible for the maintenance of the society and Regions databases on the AL website.
- There is an AL White Paper that defines and describes the processes and standards of the society and regions databases.
- This includes this functionality:
  - Adding new astronomical societies.
  - Removing astronomical societies that are no longer part of the League.
  - Updating society officers.
  - Updating regional information and officers.
  - Database cleanup as required.
- Additions and deletions to the society listings are sent to the Society and Regions administrator from the AL Liaison, Web Master, Assistant Web Master, or the AL Roster Manager.
- Modifications to the society officers, society details, regional officers, and regional details will be provided to the Society and Regions Administrator directly from the officers of the regions or societies. If there are any questions, they should be reviewed by the AL Roster Manager.

- Changes to the Society and Regions Databases may be made directly in the production environment.
- New Regions will be supported by the Configurator and Developer.

**Other Roles as needed.**