



## **Position: Web Master**

### **Reports to: Vice President of Administration**

VHF maintains its own domain, [villageshonorflight.org](http://villageshonorflight.org), and its own web site. The domain is assigned to the domain management account of Merlin-Associates, LLC

The webmaster is responsible for the development and maintenance of the web site including the standard web pages and the special admin area where many VHF documents are stored for sharing. Typical tasks include:

1. Development and maintenance of web site architecture
2. Development and maintenance of individual web pages
3. Setting up of email accounts
4. Oversight of DocLib area

The approach used is pretty standard: a duplicate of the web site (architecture, files, etc) is maintained locally using several web content development tools, e.g., Front Page, Web Expressions, etc. Files are copied to the site server using ftp. New content is tested using several of the more popular browsers (Firefox, IE, Opera, Chrome, Safari) to ensure that what is displayed is approx what is intended

The design philosophy is very simple pages in only a few colors and minimal glitz and distractions.

A small group of volunteers helps test and debug new features