

Protocol for the WISTA Webmaster

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Website Mission Statement

The WISTA Ltd. (WISTA) website shall be continuously reviewed and updated as appropriate with relevant and accurate information representing the values of WISTA – dynamic, professional, open-minded and committed. The website shall also be continuously upgraded with functionality, as appropriate, assisting WISTA in achieving its goals.

WISTA Website/NWA Sub-sites

The WISTA webmaster shall be appointed by and report to the Executive Committee (ExCo) of WISTA. The webmaster is responsible for updating the website, www.wista.international.com and for following up on the updating of the National WISTA Association (NWA) sub-sites to ensure that the above Mission Statement remains accurate.

Webmaster Responsibilities

- **Website** – Keep the following sections of the website updated, obtaining feedback from the ExCo:
 - News
 - About Us
 - Conferences
 - Activities
 - Business Link
 - Sponsors
 - Join Us
 - Contact

- **Intranet** – Keep the intranet updated with information from the ExCo, such as:
 - Protocols
 - Minutes of the ExCo Meetings, Presidents’ Round Table, Annual General Meeting and Extraordinary General Meeting
 - ExCo correspondence
 - Reports from *Ad Hoc* committees
 - Newsletters

- ***NWA Sub-sites***

Each NWA shall nominate a national webmaster. The national webmaster is responsible for keeping the NWA sub-site updated consistent with the above Mission Statement. If the national webmaster is not a NWA Board Member, a person within the NWA Board should be appointed to supervise the task.

The webmaster shall assist the NWAs with website set up and answer any questions on an ongoing basis.

- ***Development of Functionality***

The WISTA webmaster shall liaise with the website provider regarding problems, implementation of changes, *etc.* The WISTA webmaster is also responsible for receiving recommendations from the NWAs as to upgrading of functionality of the website, prioritizing these recommendations, and recommending an annual budget, through the ExCo, at the Annual General Meeting.

- ***Handover Information***

The WISTA webmaster is responsible for obtaining website passwords for the NWAs' webmasters and maintaining contact details of the NWAs' webmasters and website providers. This information shall be provided to the new WISTA webmaster to ensure a smooth transition.