

## BCHI Website Coordinator Duties

[www.bchi.org](http://www.bchi.org) Updated 1-2017

*(While this is not all of the duties, and the duties can be expanded, this is a list of what is felt to be important at this time)*

Webmaster: Mike Nourse, Nourse Mike [mnourse7777@gmail.com](mailto:mnourse7777@gmail.com).

All changes to the BCHI Website are done through Mike and/or Ceara Nourse: [highdesert@ctcweb.net](mailto:highdesert@ctcweb.net)

Contact BCHI Convention host chapter and request 10 photos from their chapter to update photos on the various pages of the website. Acknowledge the host chapter on pages. (Usually have to ask multiple times to get this and sometimes never do get them so just leave the past host photos.)

Periodically write a report to present at state directors meeting requesting input from directors. Request to be added to meeting agenda. Send a copy to State Chairman and Secretary

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### **Home Page:**

*To contact us:* [bchidaho](http://bchidaho.org) Have this link changed to BCHI Website Coordinator email address

Post Annual Convention Info with links on top

Post Raffle Calendar Winners near top, receive info from BCHI secretary

### **Contact Us Page:**

Update BCHI Officers & Chapter Contact information for each chapter

Request that webmaster list all officers email address as blind emails. Do not list addresses for any officers or foundation officers and members.

### **Documents Page:**

Post Annual Report & Volunteer Hour Report, Request from Vice Chairman if not received by spring convention

Post Newsletter, request from Broomtales Editor if not received. Request that file be reduced to a size of less than 3mp in size. Newsletter is published three times per year

Minute Archives, add Directors and Convention Reports, Request from state secretary if not received

Misc info, add or updated as requested from state officers or directors

### **Activities Page:**

Post activities or events that relate to our mission such as BCHI Events, National Trails Day, BCHA Events, ETC

Request from all chapters any events open to the public and post such as Trail Challenges, Chapter Fundraiser Rides, etc.

Post Annual Convention Photos, request from hosting chapter

### **What We Do Page:**

Request from each chapter to submit at least one volunteer project or event each year and post

### **Foundation:**

Update Foundation officers and members, contact for information would be foundation secretary/ treasurer.

Update info as requested from the foundation officers

### **Issues Page:**

Post links pertinent to protecting our mission statement such as federal and state legislation, agency management plans, trail management plans, etc.

Periodically check and make sure links are still working and update or delete

### **Links Page:**

Periodically check and make sure links are still working and update or delete

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