

## **Standing Orders – Staff Procedures**

### **1. Webmaster**

- a. The webmaster shall have the following responsibilities:
  - I. Create and update web pages as appropriate.
  - II. Perform maintenance as required to ensure the function of the organization and convention web sites.
  - III. Ensure the security of the web site is appropriate.
  - IV. Implement, test and ensure functionality of all server-side and client-side code.
  - V. Publish all required documents and information for the event on the website.
- b. The webmaster shall answer to the organizing committee and other appointed staff thereof regarding:
  - I. Issues with functionality and features of the web site.
  - II. Required features of the web site.
  - III. Security concerns with the web site.
  - IV. Appearance of the web site.
  - V. Provision by the webmaster of appropriate passwords and authorization information as required by the committee.
- c. The webmaster shall have the authority to:
  - I. Delegate portions of development, including code and artistic creation tasks, to other staff or volunteers as appropriate.
  - II. Determine the format, layout, and functionality of the website within bounds provided by the governing documents and the organizing committee.
  - III. Administer the web site as deemed necessary.

## 2. **Art Track Coordinator**

- a. The art track coordinator shall have the following responsibilities:
  - I. Organize the “Artists’ Alley” or other such activities if they exist for the event where artists may gather to sell, exchange, and exhibit artwork and work on artwork.
  - II. Organize the “Art Show” or other such activities if they exist for the event where artists may display their artwork.
  - III. Work with event coordinator or other staff as appropriate to organize any artistic sale or auction events where artists may sell their work or products thereof for funds.
  - IV. Provide, given resources allowed and plans for the event, space and resources for the exhibition, performance, and sale of artwork.
  - V. Work with the event director and Events Coordinator to create, promote, and operate events targeted toward art, artists, and appreciation of physical and visual forms of artwork.
- b. The art track coordinator shall answer to the organizing committee and other appointed staff thereof regarding:
  - I. Locations and times of art-related activities.
  - II. Requirements of specific artists.
  - III. Requirements of any Honored Guests or others who should receive special consideration.
- c. The art track coordinator shall have the authority to:
  - I. Establish standards for quality and content of artwork to be displayed, including material not suitable for public display to minors.
  - II. Establish procedures for allocation of space for artists to work and exhibit their work.
  - III. Create events designed to promote artists, within the space and time constraints provided by the Events Coordinator.
  - IV. Delegate tasks, including operation, setup, and teardown, to volunteers as appropriate.

### 3. **Publications Coordinator**

- a. The publications coordinator shall have the following responsibilities:
  - I. Create and design all non-electronic publications related to the event.
  - II. Solicit content for such publications as necessary.
  - III. Publish information provided by other staff members for inclusion in such publications.
  - IV. Provide materials at the direction of the registration coordinator for inclusion in the registration packet.
  - V. Handle duplication, printing, and production of such materials.
  - VI. Determine appropriateness of content for inclusion in such publications.
  - VII. Research and report on pricing on duplication of publications.
- b. The publications and merchandising coordinator shall answer to the organizing committee and other appointed staff regarding:
  - I. Cost of duplication, reproduction, or intellectual property rights needed for content.
  - II. Appropriateness of content of the publications created.
  - III. Additional publications that are required.
  - IV. Appearance and standards of appearance for publications.
- c. The publications and merchandising coordinator shall have the authority to:
  - I. Determine the appropriateness of content for a given publication.
  - II. Delegate as necessary to artists, writers, or other creative volunteers to provide or enrich content or arrange publication or duplication.
  - III. Determine the appearance and layout of publications.
  - IV. Arrange production, delivery, transport, and standards for publications within the budgets provided.