

E. FMMC Website (fmmc.org) Policies and Procedures

1. Overview.

The FMMC website–fmmc.org–presents to the public an attractive overview of the Club and its programs and concerts. The site is designed to be easily used, by means of concise content and simple format. All content is clearly labeled and accessible, with as few layers as possible. The website is intended to convey the most current information at all times of the year.

The site is maintained by the FMMC webmaster (webmaster@fmmc.org).

The site is hosted by Bluehost.com. The domain name–fmmc.org–resides with FMMC’s former website host, Network Solutions. (The FMMC Treasurer holds the password to the Network Solutions site.)

2. Page Content

Outdated website content should always be replaced as soon as possible, either with new information or with an interim message. All website updates are screened by the webmaster and President. Only the webmaster and President can authorize changes to the content.

Updating content of individual website pages is the responsibility of the appropriate Chair, Director, or Manager listed at the top of each page (the “page owner”):

fmmc@fmmc.org — “Board of Governors,” “About Us,” and “How To Donate” pages, FMMC President

membership@fmmc.org — Membership (“How To Join”), Membership Chair

auditions@fmmc.org — Auditions Chair

wash.intl.comp@fmmc.org — Washington International Competitions Chair

johansencomp@fmmc.org — Johansen Competition Administrator

studentactivities@fmmc.org — Student Activities and Competitions Director

chamber@fmmc.org — Chamber/Solo Program Director

orchestra@fmmc.org — Avanti Orchestra Manager

chorale@fmmc.org — FMMC Chorale Music Director

composers@fmmc.org — Composers Group, David Rubenstein, Chair

assocpiano@fmmc.org — Associate Pianists Chair

outreach@fmmc.org — Outreach Program Director

How to request an update: Submit revisions at any time by email to the webmaster (webmaster@fmmc.org), clearly indicating what should be deleted and what inserted. Copy the President on this email. The webmaster will confer with the President on any revision that is not routine and coordinate any subsequent changes with the page owner.

Web page archives: Page owners are responsible for making three printed copies of the page each time it is substantively changed: one for the permanent file for that office and two for the Club's archives. The archive copies are submitted with other materials at the end of each season.

Yearly content review: In June, at the end of each season, the webmaster sends reminders to all page owners to review their pages and submit either changes or interim language stating that the next season's information will be forthcoming. Concert calendar updates are ongoing throughout the season.

Concert Calendar Information

The Newsletter's Concert Calendar assistant sends new chamber program information at least monthly to the webmaster via email. Orchestra and Chorale information comes from the managers of those groups.

Web-Based Emails

The FMMC website does not ever display personal email addresses. All email addresses on the site for contacting FMMC representatives are based at fmmc.org. Mail is ordinarily forwarded to the incumbent's personal email but can be accessed directly if necessary (see document III.C.2.)

How to request a web-based email address: Submit a request to the FMMC President, including the address to which the web-based email should be forwarded. The President will then instruct the webmaster to insert this information on the website.