



## IAN Web Page Policy

### MISSION

The Iowa Association of Naturalists (IAN) is a professional organization that promotes the development of skills and education within the art of interpreting the natural and cultural environments. This non-profit group was founded in 1978 and now sustains nearly 200 members across the state.

Most IAN members are actively involved as professionals and volunteers in interpreting the natural and cultural resources of Iowa.

### IAN strives to:

- Establish lines of communication among interpreters for the stimulation of thought, exchange of ideas, and mutual assistance;
- Maintain communications with related organizations and the public to promote interest in and understanding of the objectives of interpretive programs; and
- Support the preservation and interpretation of areas that have significant natural and cultural values.

IAN is a supportive network of people who share their ideas, enthusiasm, and solutions to problems.

### PURPOSE AND PROCESS

The Iowa Association of Naturalists is an organization that serves county, private and state naturalists. As an organization that shares ideas with each other, our Web site is vital to our existence.

IAN seeks a Webmaster to update and maintain its Web site. The Web site must be accurate. Therefore, corrections will need to be made at any time throughout the year and in a timely fashion. The Web site provides information to all IAN members, but most importantly to new members. The Webmaster must be an IAN member and will work collaboratively with the IAN ExCom and Committee Chairs to create and maintain a Web site in 2008.

### PROJECT SPECIFICATIONS

The Webmaster will be responsible for the following tasks:

- Maintain a top level "home page" that is short, states the purpose of the Web site, and include links to the pages containing the actual information. Additional web pages should provide detailed information.
- Only use graphics that serve a purpose and are appropriate
- IAN web page strives to be professional.
- All edited text will include correct spelling and grammar.
- The ExCom has control over the content of its official website
- The IAN site must consider the safety and privacy of their members and participants by obtaining the necessary permissions to release information about, or images of, any individual.
- All IAN pictures used on the web will use first names only. Only pictures of IAN members and workshop participants are to be posted on the web

**QUALIFICATIONS**

The Webmaster must have experience in producing, editing and proofing a Web design. Experience with Internet, e-mail, and electronic file transfer and leadership skills are a plus. It is anticipated that the Webmaster will provide supplies as needed to complete this job. Purchase of any specialty items must be approved by the ExCom before purchase.

**COMPENSATION**

There is no compensation for the duties of Webmaster.