

Addendum to the CNMI website job description

January 2024

It's really important that the website be kept up to date – don't let stale/old news or outdated flyers and announcements linger on the site. It's also necessary for the proper functioning of the program to keep it 'clean', that is: checking links periodically, deleting unused files in the library, and just staying current with the general 'upkeep' as listed in the job description.

The Web Manager needs to learn the edit functions of the program but really shouldn't 'mess with' the program itself as in: adding plug-ins and widgets and other gadget type 'aides'. There are helpful widgets and plug-ins but before altering the programming of the site, it is best to consult with our tech expert to be sure the additions won't conflict with or disable existing program files.

To be able to intelligently communicate with our tech expert, a page on the website is used to record any *changes to the program* that might be attempted including regular updating of our current plug-ins and widgets. The page for such notes is under 'pages' and called 'notes on changes made' (note: do not 'publish' this page by adding it to the 'menu', merely update it as you add to it). FYI: Changes in editing and updating materials on the site are not needed to be recorded, only changes made to the WordPress program. Then, if/when a technical problem arises, our tech expert can look at the list of changes made and trace potential problem areas. Without this information it is almost a 'guessing game' as to where to begin to locate trouble on the site.

Also, it's advisable to do a complete page by page review of the site *at least* yearly to make sure definitions are up to date, all links are working, all the information is current, etc. If things on the site are updated regularly, this shouldn't be a major time consumer. Certainly, this should be done before doing a 'tune up' with our tech consultant. I would advise having our tech take a general 'look over' the site every other year if it hadn't otherwise needed tech attention. This would be like a medical check-up: just good preventative maintenance. When preparing the budget, besides including our annual fees (consult treasurer for details of them) adding a fee for tech services is advisable anyway and scheduling a 'tune up' every other year could be included in that calculation.

Addendum with suggestions and recommendations prepared by Pat O. former web manager