Probus Vancouver Club

Website

Responsibilities for Content

The Probus Vancouver Club Website (website) provides information to members and the public on the Club and its activities. Items such as the monthly newsletter, club roster, upcoming speakers, past and future activities are all available on the site and added to as new items become available.

The website also serves as an archive of all the club's information since its inception.

The website has a Home Page and five pages accessible by clicking on tabs at the top of the screen. Four of these are accessible to the public and Probus members (Activities, Membership Information, Newsletters and Speakers.) An additional page, Management Committee, is available only to members of the Management Committee who must use the Executive Login.

The members of the Website Committee operate the website with the help of a contract consultant. Members of the Committee are continually striving to increase functionality of the site in order to better serve the membership. New members and new ideas for the committee are always welcome.

The content of the website is primarily the responsibility of the Officers and Chairs of Committees who send material to the Chair of the Website Committee for posting to the site. The Website Committee edits, posts and maintains the material on the site.

This Guide describes the layout of the website and shows the responsibilities for website content.

Unless otherwise agreed, website material should be sent to the Chair of the Website Committee, Jack Zaleski - jack.zaleski@gmail.com

Please feel free to contact him by e-mail or phone 604 328-4288.

Website Layout

Home Page

Item	Responsibility for content	Resources
Welcome to the Probus Club of Vancouver	Website Committee	
General Information for Prospective Members	Membership	
Nomination for Membership Form	Membership	
General Information about our Club (for new members)	Membership	
Probus Canada	Website Committee	
Future Monthly Speakers	Speakers	
Future Activities	Activities	
Picture (top right corner)	Speakers/Activities	
Get Involved - Clubs	Club chairs	
Get Involved - Committees	Committee chairs	

Activities Page

Future and past Activities	Activities	

Newsletters Page

Future & past Newsletters	Newsletter	

Speakers Page

Future & Past Monthly Speakers	Speakers	John Gunn – meeting notes

Membership Information Page

Membership

Change your membership information	House	
History of the Probus Club of Vancouver – **NEW**	Archivist	
Nomination for Membership Form	Membership	
Probus Canada Travel Insurance	Secretary	
* Roster – Active Members	Membership	Jack Zaleski
* Roster – Past Members	Membership	Jack Zaleski

Probus Club of Vancouver: Governance

Committees	Committee Chairs	
Duties of the Management Committee	Secretary	Input from officers and committee chairs
Management Committee Pictures	Newsletter	Roy Williams
Probus Annual General Meeting	Secretary	
Probus Bylaw Amendments 2014	Secretary	
Probus Bylaws	Secretary	
Probus Constitution	Secretary	
Probus Members Meeting Minutes	Secretary	John Gunn
Strategic Plan – 2014	Management	

Archives

Annual Financial Statements	Treasurer	Website Chair
Historical Documents	Archivist	
Honorary Life Members Presentations	Archivist	
Past Presidents – Probus Club of Vancouver	Archivist	Website Chair
Past Presidents Pictures	Newsletter	Roy Williams
Probus Club of Vancouver – Equipment List	House	
Probus Club of Vancouver Activities 1997-2013	Activities	

Management Committee Page (Management Committee members only)

Management Executive Roster	Membership	Jack Zaleski
Management Committee Minutes	Secretary	
Management Committee Minutes – Links to all (Jan 1998 to June 2011)	Website	