

## **Administration**

### **Website Administration**

1. Introduction

To provide the widest dissemination of information about Gwinnett County Amateur Radio Emergency Service® (ARES®) and its operational standards, it will maintain a website containing Operation Plans (OP PLAN) and Standard Operating Procedures (SOP). Gwinnett ARES® has obtained domain registration of gwinnettares.org and has established a website under this domain name.

2. Responsibilities

The Emergency Coordinator (EC) for Gwinnett ARES® will appoint a Webmaster to maintain the website supporting Gwinnett ARES®.

The Webmaster will be responsible for the design and maintenance of the website.

3. Related Publications

None.

4. Definition of Terms

**AEC** Assistant Emergency Coordinator

**ARES®** Amateur Radio Emergency Service (ARES® and Amateur Radio Emergency Service are registered service marks of the American Radio Relay League.)

**EC** Emergency Coordinator

5. Guideline

The Webmaster shall have considerable latitude in constructing and maintaining the Gwinnett ARES® website.

Content of OP PLANS and SOPs will be provided to the Webmaster by those responsible for their content.

The Assistant Emergency Coordinator for SKYWARN and Net Manager will provide the schedule for Net Control Stations for the Webmaster to post to the appropriate page on the website.

Suggestions may be made to the Webmaster by Gwinnett ARES® members about helpful websites related to ARES®. The Webmaster may post links to those sites at his/her discretion. If there are questions regarding the posting of a particular link, they may be addressed to the Planning Committee for final determination.

6. Release Information

Stan Edwards, WA4DYD, Emergency Coordinator, is the author of this document.

The date of publication for this document is March 24, 2003, and is the initial release.