



## **Royal Astronomical Society of Canada (RASC), Halifax Centre**

Dedicated to the Advancement of Astronomy and Allied Sciences

### **G7: RASC Halifax Centre Website Standard Operating Procedures (SOP)**

(Adopted November 2, 2019)

#### **Background:**

In October 2005, the standard operating procedures (SOP) for the RASC Halifax Centre website were developed and defined who was responsible for the various aspects of the Centre's website and for making changes to it.

During 2019, the Centre's website was upgraded to use a new content management system. The SOP was consequently changed to reflect the changes made.

#### **Rationale:**

The SOP defines the assignment of responsibility for making changes to the site on an ongoing basis.

#### **Policies Relating to the RASC Halifax Centre Website Standard Operating Procedures:**

1. The RASC Halifax Centre maintains a web page at <http://halifax.rasc.ca> on a server maintained by the Department of Astronomy & Physics, Saint Mary's University (SMUDA&P). Upload privileges are held by selected SMUDA&P staff, the RASC Halifax Centre webmaster, the RASC Halifax Vice-President, and the organizers of the annual Nova East Star Party.
2. The website is created using the Joomla content management system. All page editing is done using a web-based interface. The site for the centre ([halifax.rasc.ca](http://halifax.rasc.ca)) and Nova East ([novaeast.rasc.ca](http://novaeast.rasc.ca)) are separate Joomla sites. These sites and associated email addresses and mailing lists are contained in a "Virtualmin" on the server [pluto.smu.ca](http://pluto.smu.ca). The login is at: <https://halifax.rasc.ca:10000/> (password can be made available by SMUDA&P staff).
3. The Webmaster reports to the RASC Halifax Centre Board of Directors through the President and accepts new material for the web page from the Board.
4. Major changes to the web page and any changes to this SOP must be approved by the Board of Directors.
5. The Webmaster or their designate is responsible for maintaining the web page on a day-to-day basis, including style, fixing identified problems, and adding new content, as directed by the Board of Directors.
6. The Board of Directors is responsible for providing content for the web page, including linked documents such as the Centre brochure, "Getting Started in Amateur Astronomy", rules for awards, library information, privacy policy, bylaws, etc.
7. The Nova East Planning Committee (NEPC) is responsible for editing the content of the Nova East site. ([novaeast.rasc.ca](http://novaeast.rasc.ca))
8. The President is responsible for informing the Vice-President of upcoming Monthly Meeting details.
9. The Observing Chair is responsible for informing the Vice-President of upcoming dates of Members' Nights.

10. The Vice-President is responsible for editing the content of the "Activities" page of the web site that pertains to details of Monthly Meetings and Members' Nights at the Saint Croix Observatory. These items are to be updated as soon as the information is available.

11. The Newsletter Editor is responsible for providing a pdf file of NovaNotes to the Webmaster when it is ready to be published on the web.

12. The Librarian is responsible for maintaining an up-to-date list of Library books and providing this list to the Webmaster for the web page.