

GYST: 4 FUN LIMITED

PCW Chamber Member Handout/Press release for Web Site PCWCHAMBER.COM

Overview

This document aims to provide a brief rundown on some of the features provided by the custom built Content Management System which drives the new Port Colborne and Wainfleet Chamber of Commerce web site: pcwchamber.com

The site is designed to meet and exceed the current demand and projected future requirements of a growing Chamber and its Membership. It will be the central repository of information for Chamber members, and be updated by the Chamber itself. It will link the public to local business, and aims to generate revenue by drawing additional Members into the Chamber. Its modular construction is scalable to accommodate future expansion and comprises three distinct access levels:

- Public
- Members
- Executive, Committee Chairs, Office Manager

Public

The public area will contain up to date news, archived articles and links to members' web sites. A Frequently Asked Questions (FAQ) section lets potential members find opening times, prices, membership benefits and more outside of business hours; and the document archive stores public information e.g. current Members List and Chamber newsletters. Since the archives will continue to grow, they have been organised to be referenced historically. The site also has a search function to help people find what they need. Chamber contact details are provided for those seeking further information. Each news article may be printed, saved as a .pdf file or emailed to a friend direct from the site with no software needed. An important feature is the Events Calendar, which contains public events like Chamber fundraisers and charity functions. Open Forums allow the public an insight into Chamber life by granting view-only access to current topics and debates.

Member Areas

Using the login allocated to each Member business, access is granted to the Members Only resources of the site. Both document archives and events calendars have Members Only levels, not visible or accessible to the public. Member documents will include Chamber By Laws, committee reports, and minutes. Events will include Business After 5, Board Meetings and Chamber functions such as the AGM. Also, an extended contact section details each committee Chair.

Upon logging in, Members will also notice two additional menus on the right of the screen.

First, the Members Menu, from which you can change your password (recommended), & submit news & links for the site. Second, the Committee Menu. Each committee has its own section of the site. Each will contain current events, reports and, where appropriate, minutes from the meetings. These items are also archived historically.

Members have write access to the forums, so can add comments for public consumption, while private Members forums provide discussion areas for debates amongst the membership only. *An important feature of the Members area is the Voting Booth.* These allow each Member to cast one (and only one) vote, per issue. These can be open votes, or relevant to and directed by a specific committee. Voting Booth results are instantly visible to all Members; also archived historically. This feature, combined with the discussion forums, permits open discussion and full membership voting even to those who cannot attend meetings in person, on a level and with an instant response time never previously available.

Executive, Committee Chairs, Office Manager

Chamber representatives at this level have authorship permissions. Their logins permit adding and editing content directly, from the comfort of their own home. News, events, information and reports will come direct from the Exec or the Office Manager. Committee chairs are tasked with maintaining their own sections, making them more accountable to the Membership and promoting internal Chamber communication. Exec members have higher access still, with their own level of documentation, events, contacts, Voting Booths and Forums. Consequently, the Exec can vote privately, even in absentia, discuss issues and examine and distribute sensitive documentation such as Executive minutes. All the above are archived historically and available on demand as required.

The Office Manager and each Committee Chair will have a pcwchamber.com email address allocated to the role, not the individual, which can be redirected to personal addresses as new directors arrive and depart. Communication through the site from the Membership will be sent to this email address, maintaining both a professional detachment and the privacy of the individuals accepting the role.

For more detailed information on the design, development and potential of this site, please contact Carl@Gyst4Fun.ca ; call us on 905-835-9900, cell 289 241 5290 ; visit us online @ www.gyst4fun.ca