



WORLD ZARATHUSHTI CHAMBER OF COMMERCE

WEBSITE SOP

- There should be one Global Website – wzcc.net – totally controlled, co-ordinated and updated by HQ.
- The Global Website will have links to areas of interest to each Region / Chapter anywhere in the world
- Membership Data should be centralized. All members' data should be part of a Global Database. Anyone from any website – HQ or otherwise, when they look up the Database, they would be looking at ONE common database. This database would be capable of advanced searches, to enable visitors to the website locate specific entrepreneurs / businessmen anywhere in the world. Global HQ should have a backup of the TOTAL Data, at least once a month.
- Member Administration should be capable of being performed by the Regional Chapter Heads / Designated Webmasters for their own Region / Chapter. Userids and passwords could be given to the local webmasters who will be responsible for maintaining and updating the lists. This would include keeping track of the Members in good standing, issue of stickers, cards, badges etc. where applicable.
- Mailing lists could be provided on regional basis through the central mailing system. The regional heads will be able to send mailers to their own members only.
- The function of the Chapter Chairs shall be as follows:
 - Encourage New Membership.
 - Collect dues from Chapter members annually before the end of first month of the Accounting Year, each year.
 - Maintain upto date records of members online including name of Member, email address, updated member profile, Amount of dues paid for the year and Amount of contribution paid .
 - Transfer appropriate % of dues received to the WZCC treasurer for deposit in WZCC account, with detail supporting documentation within 45 days of close of the previous year.
- The function of the Center shall be as follows:
 - Maintain the database of Members worldwide
 - Maintain the world website upto date – keep it updated with world events and opportunities

Note: The SOP is written without regard to a specific location. The center may be any where in the world be it US or Canada or India.

