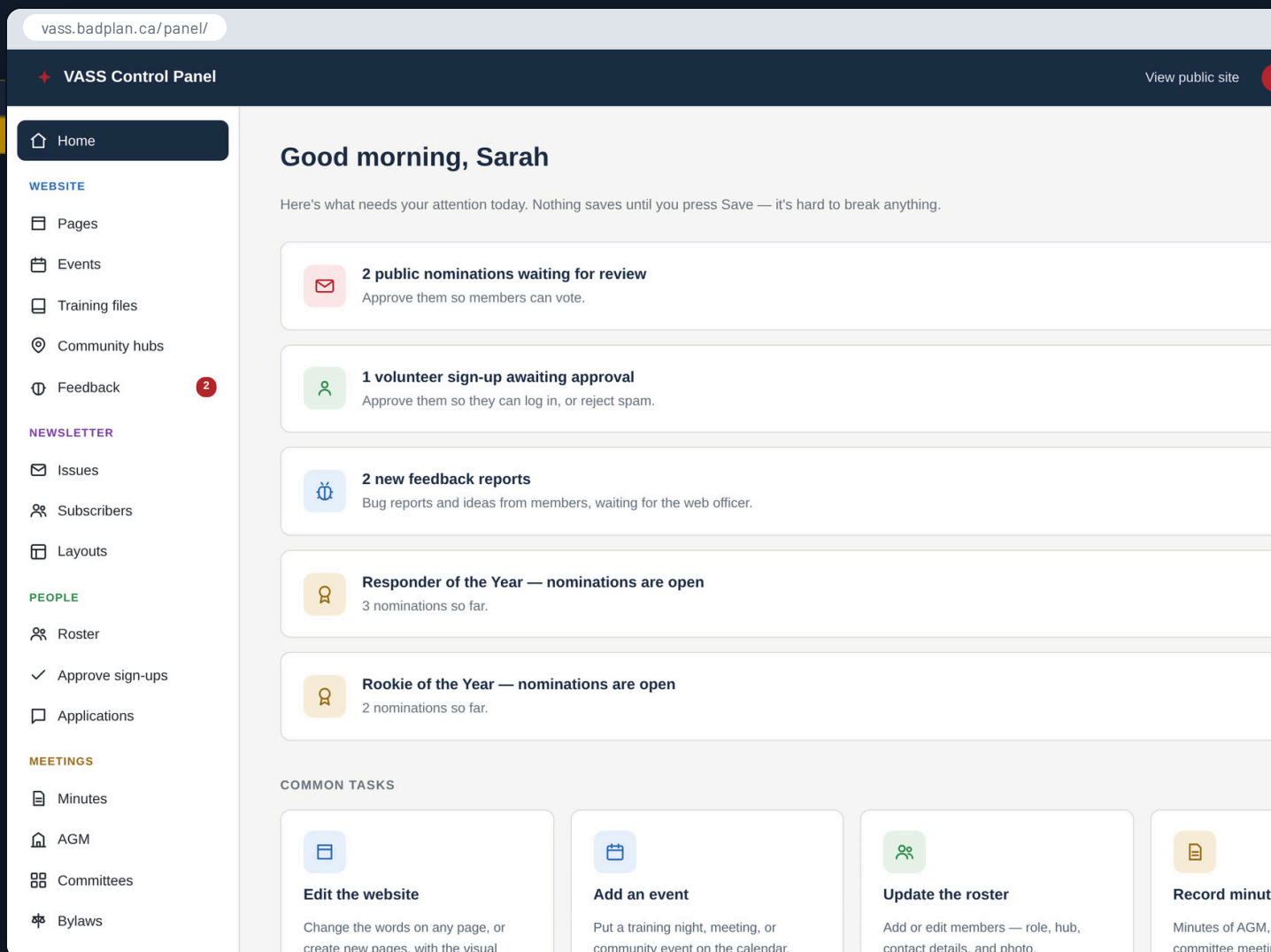


The whole society, in one website.

A public front door, a members' area and a control panel for the board, built for the Volunteer Ambulance Services Society and its volunteer crews across the Yukon.

A screenshot of the VASS Control Panel website interface. The browser address bar shows "vass.badplan.ca/panel/". The page has a dark blue header with the "VASS Control Panel" title and a "View public site" link. A left sidebar contains a navigation menu with categories: WEBSITE (Pages, Events, Training files, Community hubs, Feedback with a red '2' badge), NEWSLETTER (Issues, Subscribers, Layouts), PEOPLE (Roster, Approve sign-ups, Applications), MEETINGS (Minutes, AGM, Committees, Bylaws), and a Home button at the top. The main content area greets "Sarah" and lists tasks: "2 public nominations waiting for review", "1 volunteer sign-up awaiting approval", "2 new feedback reports", "Responder of the Year — nominations are open", and "Rookie of the Year — nominations are open". A "COMMON TASKS" section at the bottom includes "Edit the website", "Add an event", "Update the roster", and "Record minutes".

vass.badplan.ca/panel/

VASS Control Panel [View public site](#)

[Home](#)

WEBSITE

- [Pages](#)
- [Events](#)
- [Training files](#)
- [Community hubs](#)
- [Feedback](#) 2

NEWSLETTER

- [Issues](#)
- [Subscribers](#)
- [Layouts](#)

PEOPLE

- [Roster](#)
- [Approve sign-ups](#)
- [Applications](#)

MEETINGS

- [Minutes](#)
- [AGM](#)
- [Committees](#)
- [Bylaws](#)

Good morning, Sarah

Here's what needs your attention today. Nothing saves until you press Save — it's hard to break anything.

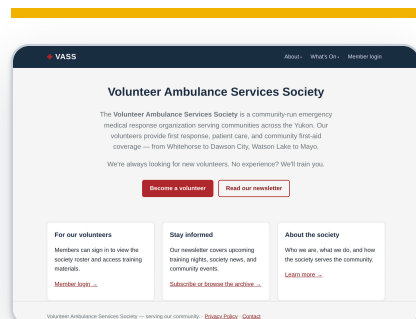
-  **2 public nominations waiting for review**
Approve them so members can vote.
-  **1 volunteer sign-up awaiting approval**
Approve them so they can log in, or reject spam.
-  **2 new feedback reports**
Bug reports and ideas from members, waiting for the web officer.
-  **Responder of the Year — nominations are open**
3 nominations so far.
-  **Rookie of the Year — nominations are open**
2 nominations so far.

COMMON TASKS

-  **Edit the website**
Change the words on any page, or create new pages, with the visual
-  **Add an event**
Put a training night, meeting, or community event on the calendar.
-  **Update the roster**
Add or edit members — role, hub, contact details, and photo.
-  **Record minutes**
Minutes of AGM, committee meetings

Built around the people who use it

Most society websites stop at a brochure. This one runs the society day to day: who is on the roster, when training is, who is standing for the board, and what goes out in the newsletter. Each group sees what it needs and nothing more.



The public

No account needed

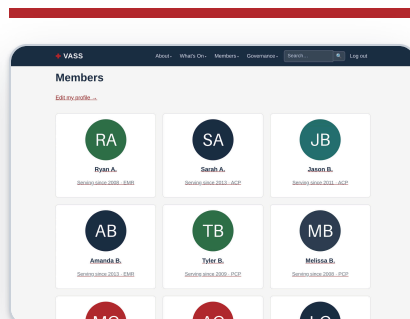
Find the nearest community hub

See what's on and add it to a phone calendar

Apply to volunteer online

Nominate a local hero for an award

Subscribe to and read the newsletter



Volunteers

One login per member

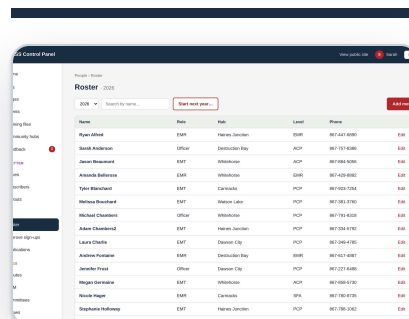
Member directory and own profile

Training library, sorted by category

Secret-ballot board elections

Service awards: nominate and vote

AGM, minutes, bylaws and committees



The board

Chair, Secretary, Treasurer and officers

A home screen of what's waiting

Approvals, roster and yearly rollover

Pages and events with a visual editor

Elections, awards and meetings

Newsletter, and a log of every change

From sign-up to crew member

1

Signs up online

A new volunteer creates an account and can ask for the newsletter.

Public site

2

Board approves

The sign-up waits on the panel's home screen. Approving takes one click.

Control panel

3

Joined up automatically

The account is linked to their roster entry and added to the newsletter list.

Control panel

4

Signs in

Training, the directory, elections and awards are open to them straight away.

Members' area

A front door the community can use

Everything on the public site is written for someone who has never heard of the society: who we are, where the hubs are, what's on, and how to join.

The screenshot shows the VASS website's 'Events' page. At the top, there's a navigation bar with 'VASS' and links for 'About', 'What's On', and 'Member login'. Below this, the 'Events' section features a calendar for September 2026. The calendar is a grid with days of the week as columns and dates as rows. Some dates have event listings: '7:00 PM Training' on the 3rd, 17th, and 24th; '1:00 PM Ambulan...' on the 19th; and '10:00 AM Commu...' on the 26th. Below the calendar, there's an 'Upcoming' section with a list of events, including 'Community CPR Clinic', 'Training Night — Cold-Weather Response', 'Recruitment Info Session', 'CPR Refresher Night', 'First-Aid Booth — Community Event', and 'CPR Certification Clinic'. At the bottom, there's a footer with 'Volunteer Ambulance Services Society — serving our community.' and links for 'Privacy Policy' and 'Contact'.

The events calendar. Members-only events stay hidden from the public, and an iCal feed puts public events on any phone.

Community hub pages

Every hub has its own page describing the area it covers, from Whitehorse to Destruction Bay.

Online volunteer applications

The application is filled in on the site and emailed as a completed form to the hub's co-superintendents. The form itself is never kept on the server.

Newsletter sign-up and archive

People subscribe from the site and can read past issues in the public archive.

The screenshot shows the 'Apply online' form on the VASS website. The form is titled 'Apply online' and has a sub-header 'Fill this in and we'll complete the official application form for you and send it straight to your chosen hub's co-superintendents. You'll add your Social Insurance Number and signature in person — never send those over the web.' Below this, there's a privacy notice: 'Privacy: your application is not stored on this website. It goes directly to the superintendents of the hub you choose, and only they can see it.' The form itself is divided into several sections: 'About you' (First name, Last name, Email, Daytime phone, Evening phone), 'Where you live' (Mailing address, Community, Postal code), and 'Emergency contact' (Emergency contact name and number). Each section has input fields for the respective information.

The volunteer application, sent straight to the chosen hub.

Events calendar

A month-by-month calendar of training nights, clinics and open houses, plus an upcoming list and a subscribable feed.

Public award nominations

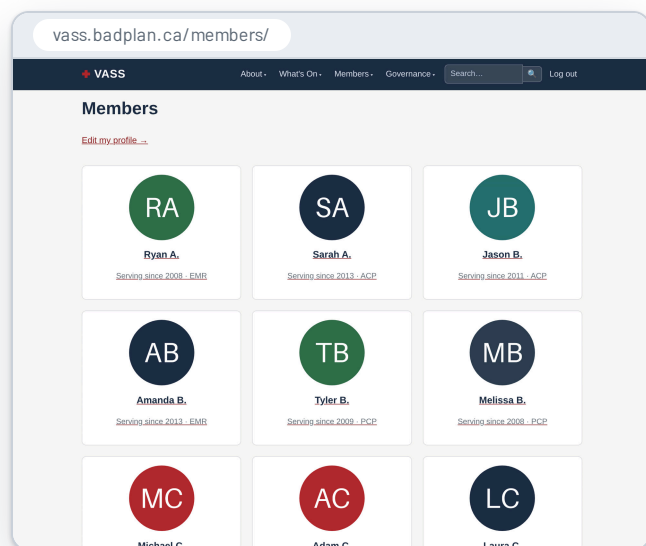
Anyone can nominate a responder or a community. Nothing appears until the board approves it, and nominators' contact details are never published.

Pages the board can edit

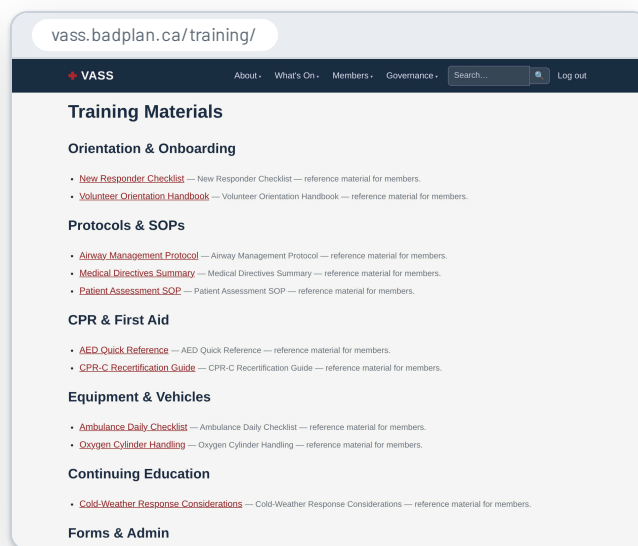
About, Join, History, FAQ and any new page are written in a visual editor, with no code involved.

Everything a volunteer needs, behind one login

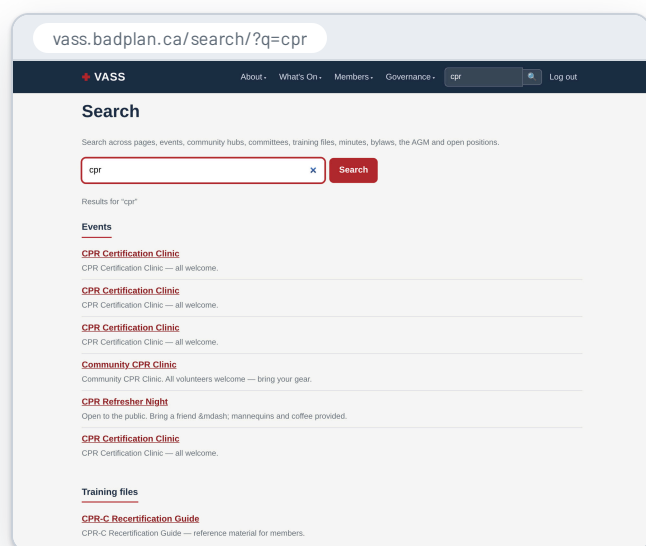
Members sign in once to reach the people, files and records of the society. Sign-ups are approved by an officer, and forgotten passwords reset themselves by email.



The member directory: this year's roster with photo, certification level and years of service.



The training library: protocols, SOPs, checklists and forms by category.



One search across pages, events, hubs, training, minutes, bylaws, AGMs and openings.

Profiles members keep up themselves

Each volunteer updates their own photo, phone number and certification level.

Report a problem or idea

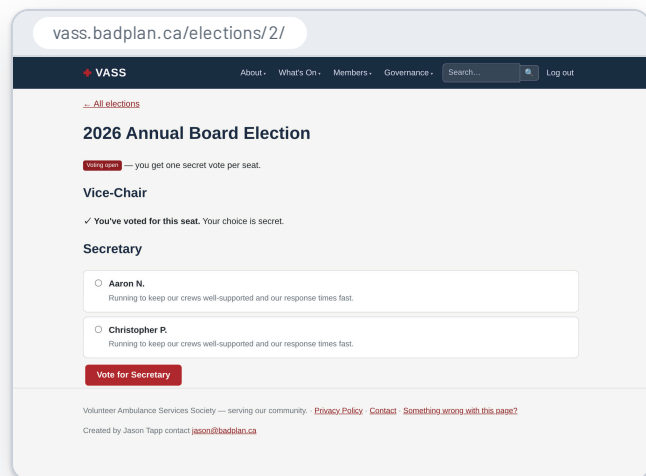
A link on every page sends bug reports and ideas to the web officers, who reply by email.

Openings and committees

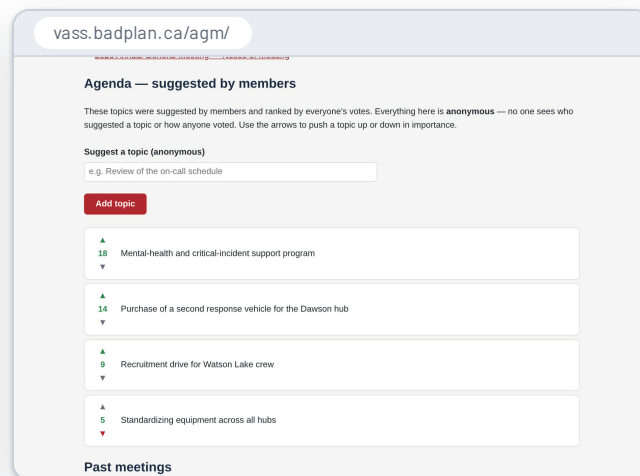
Volunteer roles that need filling, with a way to put your name forward, and every committee with its members and terms.

Elections, awards and records, done properly

The society's democracy runs on the site: board elections with a secret ballot, service awards the members decide, and a full record of every meeting and every version of the bylaws.



The ballot: one secret vote per seat, with each candidate's statement.



AGM agenda topics suggested and up-voted by members.

How a board election runs

1

Nominations

Members stand for a seat with a short statement.

2

Voting

One secret vote per seat. Ballots are never linked to a name.

3

Results

Counts appear only when the Elections Officer closes voting.

4

Seating

Winners take their seats with the ratification date and term end.

Service awards

Members nominate colleagues with a citation, then vote once nominations close. Past winners are listed year by year.

Bylaws with full history

Every version is kept with its effective date, what changed and why, and the AGM that adopted it.

Minutes with motions and actions

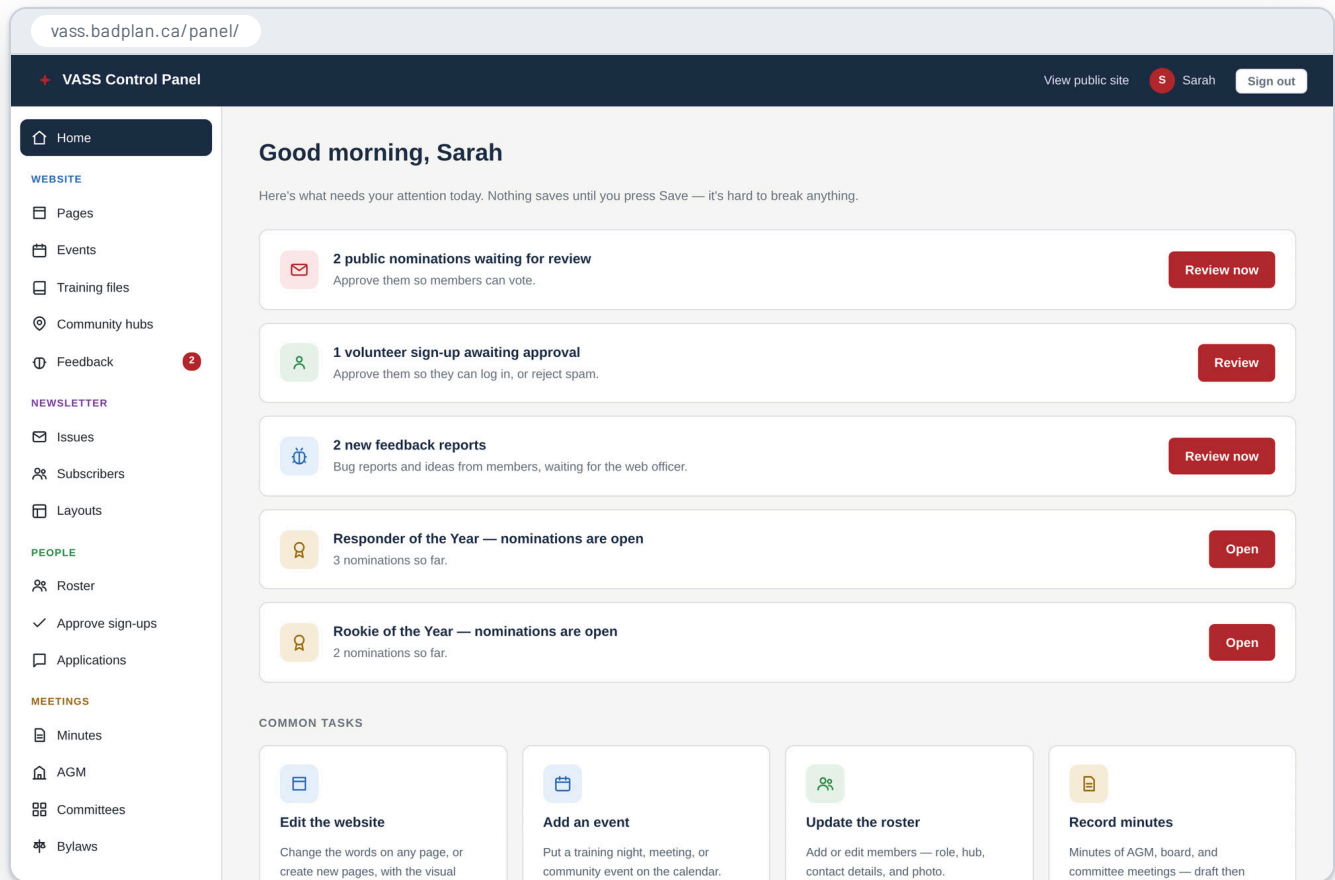
Board, committee and AGM minutes record attendance, motions and results, and action items. They start as drafts and are then approved.

AGM in one place

The notice, agenda and documents, and the topics members want discussed.

A control panel that reads like a to-do list

Board members don't need to know how the site is built. The panel opens on what is waiting for them, and every screen explains itself in plain language. Nothing is saved until you press Save.



The panel home: sign-ups, feedback, public nominations and open award rounds, each with the button that deals with it.

Everything in the sidebar

Website

Pages, events, training files, community hubs, and the feedback queue.

Meetings

Minutes, AGMs, committees and bylaws.

Newsletter

Write and send issues, manage subscribers, and edit the email layout.

Recognition

Award rounds, public nominations, and openings.

People

The roster by year, sign-up approvals, and volunteer applications.

Activity

Recent activity: every change, who made it, and when.

Common jobs, start to finish

The screenshot shows the 'Sign-ups awaiting approval' page. It lists a sign-up from 'Ava Tremblay' with the email 'ava.tremblay@example.com' who signed up on Sep 25, 2026. There are 'Approve' and 'Reject' buttons. A note at the top says: 'New volunteers appear here after signing up on the website. Approve lets them log in (and subscribes them to the newsletter if they asked). Reject permanently deletes the sign-up — use it for spam or people you don't recognize.'

Approve a new volunteer

One click activates the account, links it to the roster and subscribes them to the newsletter if they asked. Reject removes spam sign-ups.

The screenshot shows the 'Add an event' page. It includes fields for 'Title' (CPR Refresher Night), 'Starts' (10/08/2026, 07:00 PM), 'Ends (optional)' (10/08/2026, 09:00 PM), and 'Location' (Whitehorse — VASS Hall). There is a checkbox for 'Members only'. A rich text editor for 'Description' is at the bottom with options to Edit, View, Insert, Format, Table, and Help.

Put an event on the calendar

A short form and a visual editor. Mark it members-only, or leave it public and it appears on the calendar and the feed.

The screenshot shows the 'Newsletter issues' page. It has a table of newsletter issues with columns: Subject, Status, Recipients, Opens, Clicks, and By. The table lists three issues: 'Fall training nights & CPR refresher' (Draft), 'Summer wildlife season: stand-by roster' (Sent 20 Jul 2026), and 'AGM recap and your new board' (Sent 19 Jun 2026). There are buttons for 'Write an issue' and 'Public archive'.

Subject	Status	Recipients	Opens	Clicks	By
Fall training nights & CPR refresher	Draft	0	0	0	Sarah Anderson
Summer wildlife season: stand-by roster	Sent 20 Jul 2026	63	44	23	(sent from listmonk)
AGM recap and your new board	Sent 19 Jun 2026	61	47	19	(sent from listmonk)
Spring training nights & new Mayo hub crew	Sent 2 Apr 2026	58	41	12	(sent from listmonk)

Send the newsletter

Write in the site's editor, send yourself a test, then send now or schedule. Opens and clicks come back from the mailing system, listmonk.

The screenshot shows the '2026 Annual Board Election' page. It has a progress bar with four stages: Self-nominations (completed), Voting (active), Closed, and Results published. There is a button 'Close voting and announce the results'. Below, it lists 'Vice-Chair' candidates: Emily Ramsay and Jason Beaumont, each with a 'Remove' button.

Run the election

The Elections Officer opens nominations, moves to voting, closes and announces the result, then seats the winners.

The screenshot shows the 'Recent activity' page. It has a table of recent activity with columns: When, Who, Action, What, and Note. The table lists four activities: 'Newsletter issue: Fall training nights & CPR refresher' (Changed), 'Newsletter issue: Fall training nights & CPR refresher' (Added), 'Public nomination: Camracks for Safest Community Award — 2026' (Changed), and 'Calendar event: CPR Refresher Night (2026-10-08)' (Added).

When	Who	Action	What	Note
25 Sep 2026, 11:55	Sarah Anderson	Changed	Newsletter issue: Fall training nights & CPR refresher	Test of "Fall training nights & CPR refresher" sent to sarah.anderson@example.com.
25 Sep 2026, 11:55	Sarah Anderson	Added	Newsletter issue: Fall training nights & CPR refresher	Draft "Fall training nights & CPR refresher" saved.
25 Sep 2026, 11:55	Sarah Anderson	Changed	Public nomination: Camracks for Safest Community Award — 2026	Camracks approved.
25 Sep 2026, 11:55	Sarah Anderson	Added	Calendar event: CPR Refresher Night (2026-10-08)	"CPR Refresher Night" saved.

Every change is on the record

Recent activity lists what the board changed, who changed it and when, newest first, and can be filtered by person or type. Ballots and votes are never recorded anywhere.

The right access for each role

Role	What they look after
Chair	Broad oversight: pages, events, hubs, roster, training, applications and volunteer accounts.
Secretary	Records and communications: pages, events, roster, applications and accounts.
Treasurer	The member roster.
Elections Officer	Runs board elections from nominations to seating.
Web Officers	The members' feedback queue, with replies by email.
Site owner	Assigns board roles and can reopen voting closed by mistake. Only the owner can give anyone board access.

Built to be trusted

Private by design

Ballots stay secret, applications aren't stored, nominators' details stay with the board, and members-only pages are kept out of search engines.

Protected logins

Repeated failed sign-in attempts are locked out, and every page is served over HTTPS.

Backed up every night

The site and newsletter are backed up nightly and copied off-site, with 30 days of snapshots.

Documented

A built-in how-to guide for the board and a technical handbook for running, restoring or moving the site.

Overview

Public site

Members

Governance

Board panel

Roles & trust

See it for yourself

The demo site is live, filled with fictional Yukon members, hubs and records, so you can click through every screen shown here. A 3-minute annotated video tour comes with this brochure.

vass.badplan.ca

Created by **Jason Tapp**
jason@badplan.ca

All people and records pictured are fictional demo data.