Webmaster:

As Administrative Professionals our website should reflect accurate and up to date information. The role of Webmaster is to publish information to our site that has been given to them.They are not responsible for creating the information, lists, etc. they are just responsible for posting it on our website. District Officers and Committee Chairs should provide any information to be updated on the website.

Routine Tasks:

- ❖ Update Lists each year and make any necessary changes throughout the year (i.e. if someone leaves a role or Extension)
  - ➢ District Officer List (include Webmaster)
  - ➢ Membership List
  - ➢ Committee List
  - ➢ Award Winners List
  - ➢ Officer Eligibility List

- ❖ Post meeting minutes, once reviewed by officers.
- ❖ Provide State Webmaster with Officer List each year and notify them of any changes.