

Operations Worksheet 35 – Webmaster
(Reviewed/Revised – March 2013)

The Webmaster is a member of the Executive Committee (EC) and attends meetings of that committee, which normally take place on the first Monday of each month. The relationship of the Webmaster to the President is similar to that of an editor to the publisher. Accordingly, the Webmaster operates with the following guidelines:

1. Coordinate and operate the Chapter's page on the Web, and incur expenditure of funds as outlined in the Policy Book.
 - a. Renew the Domain Name and send the receipt to the Chapter Treasurer for reimbursement.
 - b. Renew the Web Hosting agreement and send the receipt to the Chapter Treasurer for reimbursement.
2. Maintain and keep updated the Chapter's page as an advertising medium for prospective members anywhere and an information source for members and prospects.
3. Seek content from the following:
 - a. The Board of Directors.
 - b. The Historian.
 - c. The Legislative Committee Chairman
 - d. The Membership Committee Chairman.
 - e. The Newsletter Editor.
 - f. The Program Chairman.
 - g. Other appropriate sources.
4. Use hyperlinks:
 - a. To and from the MOAA page and other Web Pages pertinent to the Chapter's chartered missions.
 - b. With other Web sources which describe our local climatology, schools, universities, hotels, restaurants, politics, medical facilities, uniformed services facilities, and other areas of interest to a prospective resident.
5. With the prior approval of the EC, hire an appropriate web designer to accomplish tasks that are beyond the capabilities of the Chapter Webmaster