

## WEBMASTER

### OFFICE RESPONSIBILITIES

- Maintain and update the Association website and social media sites as needed; post or assist in posting items received from Executive Board officers and NCCCLA members.
- Coordinate major changes in website appearance, design, or organization of content; serve as chair for any committees and/or task forces created for this purpose.
- Work with the Vice President to maintain and update annual conference information on the website and/or separate conference page.
- Participate as a voting member on the Executive Board.
- For reference, maintain documentation that might be useful to a successor.
- Perform any tasks assigned by the President.

### PROCEDURES FOR RECURRING UPDATES

- Receive Executive Board meeting minutes from the Secretary (in Word format) after each Executive Board meeting, and post in the “pending approval” section of the minutes page. When minutes have been officially approved and corrected if necessary at the next Executive Board meeting, change to PDF format and move to the archived minutes section, where they will remain for 10 years.
- Receive business session minutes from the outgoing Secretary (in Word format) after each annual Association business session, and post in the “pending approval” section of the minutes page. When minutes have been officially approved and corrected if necessary at the next annual Association business session, change to PDF format and move to the archived minutes section, where they will remain for 10 years.
- Receive annual *Handbook* section updates from the Procedures Officer (in PDF format) after each annual Association conference, as follows:
  - Items Passed by the Executive Board
  - Appendix A: Membership and Membership Chairpersons
  - Appendix B: Presidents of NCCCLA
  - Appendix C: NCCCLA Awards Recipients
  - Appendix D: Conference Themes

### LENGTH OF TERM

Once appointed by the President, the Webmaster will remain in office until a successor is appointed.