

ASCLS-Montana Position Description and Guidelines for Completion of Duties

Appointed Position: Webmaster

Responsible To: Board of Directors

Term of Office: The Webmaster shall be appointed by the President on an annual basis. The term of office of each newly appointed officer shall extend from the close of one annual meeting to the next.

Recommended Qualifications: One year active membership within the Society. Experience in webpage maintenance and design is beneficial.

Duties and Responsibilities:

1. Maintains the ASCLS-MT website.

Guidelines:

- a. Reviews the content of the website on a monthly basis keeping the information as current as possible.
 - b. Solicits input from ASCLS webpage for ASCLS-MT website.
 - c. Solicits input for ASCLS-MT website from elected and appointed members of the ASCLS-MT Board.
2. Arranges for hosting services of the ASCLS-MT website, and for payment of any hosting costs.
 3. Monitors the ASCLS-MT listserv making certain content is appropriate, and questions are referred for answers.
 4. Attends Board meetings to report on activities.

Guidelines:

- a. Summer meeting – travel to meeting
 - b. Fall meeting – travel to fall seminar for meeting or participate in teleconference call
 - c. Winter meeting – travel to meeting or participate in telemedicine or teleconference call
 - d. Spring meeting – travel to meeting held Wednesday before the beginning of Spring Convention
5. Provides newsletter articles to the Publication Editor; utilizes the ASCLS-MT listserv to communicate with the membership.

Guidelines:

- a. Writes a specific article about committee activities when the publications editor requests it or
 - b. Volunteers to write an article pertinent to society activities
6. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, listserves, websites, *ASCLS Today*, *MLM*).
 7. Keeps informed on all potential problems relating to the Society and/or the profession existing in the state and relates those problems to the President and/or Board.

Webmaster

8. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the Annual General Business Meeting.
9. Submits a written report to the Secretary prior to the annual meeting. The report shall then be placed in the permanent file with the File Custodian.