

## **WEBMASTER**

### **I. Composition-**

The Webmaster shall be selected and approved by the Executive Committee and may select an Assistant. As this is a 'Specialty' Assignment, there are specific skills that are needed to fulfill the obligations of this post, and as such cannot be filled by just any volunteer.

### **II. Accountability-**

The Webmaster is accountable to the Executive Committee

### **III. Responsibility-**

The Webmaster is responsible to maintain the Raindrop Decorative Painters Website with current information within 5 days of request.

This includes but is not limited to:

- a) Newsletter
- b) Membership Directory
- c) Classes / Seminars / Upcoming Events
- d) Any Necessary Forms
- e) Reports
- f) Minutes

- IV. Keep Accurate records of income and expenses with receipts and turn them in to the Executive Committee in a timely manner
- V. Keep updated Directional Book to allow access to Website knowledge to maintain the chapter's website.
- VI. If at any time the Webmaster is unable / unwilling to fulfill the requirements of this position, notice must be sent to the Executive Committee immediately to inform them of the situation.