

Webmaster

General duties:

- Serve as a non-voting member of the State Executive Board.
- Maintain current job description and Manual of Procedure to be passed along to successor.
- Respond to communications and requests promptly.

Specific duties:

- Receive from President, VP for Membership, Chairmen, and information from FSMTA Newsletter Editor to be posted on the web site.
- Upon receiving information, format it for publication and post to the website.
- As information is received, continually update on the website:
 - Announcements
 - Membership Directory
 - Handbook
 - Bylaws
 - Certified members list
 - College Council list
 - Upcoming events
 - Conference information
 - Collegiate Convocation information
 - MTNA and FSMTA Competition Forms
 - Manual of Procedures
 - Student Activities Handbook
 - Minutes of Executive Board Meetings and Conference Sessions
 - Survey results
 - Arts and Awareness Advocacy news
 - Lists of District/Local Presidents
 - List of Standing Committees
 - The FSMTA Newsletter
 - Directors list
 - Annual Awards list
 - Members in the news
 - Competition winners
- Maintain email forwarding from the website for Standing Committee Chairs and District/Local Presidents.
- Confirm that signed Photo Permission Forms have been secured for each winner who has submitted a photo to be published on the website. (Form can be downloaded from the FSMTA website.)

A suggested time-table for duties follows:

November

- Attend the State Conference. Prepare report for Executive Board meeting and General Assembly if needed.

January, May, October

- Prepare report for State Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline.

February, June

- Attend State Executive Board meetings.