

## 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.)
- Collect the following documents and copy to a CD at the end of the fiscal year and send to the Archivist to be placed in the archives at UCF:
  - EB agendas, minutes and reports
  - Minutes from the General Sessions at the Conference
  - Student Activities Handbook

- Manual of Procedures
- FSMTA Newsletters
- FSMTA Directory (includes Bylaws, Handbook, Membership Directory)
- Conference Program (If available from the printer)

**A suggested time-table for duties follows:**

**November**

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

**After the State Conference**

- Prepare and send CD to the archivist

**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.