

EDUCATIONAL TECHNOLOGY DIVISION

WEBMASTER

FUNCTION:

To administer the CSLA Home Page.

WEBMASTER:

Appointed by the President upon recommendation of the Vice President, Educational Technology and approval by the Executive Board. Reports to the Vice President, Educational Technology.

Term: Two years; may be reappointed.

PROCEDURES/GUIDELINES:

1. Perform technical tasks such as inputting information, editing, proofreading, and related tasks involved in maintaining and up-to-date Home Page.
2. Develop and maintain guidelines, add appropriate links, and perform other related tasks necessary for maintaining the Home Page.
3. Receive regular submissions for the Home Page by the 15th of each month and update the information on the Home Page.
4. Attend and make reports at meetings of the State Executive Board and the Educational Technology Committee when invited.
5. Attend membership meetings at the CSLA and CUE conferences to inform them of the Home Page.
6. The elected officers are responsible for their division portion of the Home Page and for keeping the information accurate and current.
7. Monitor the server and its service and maintenance with regard to additions to the Home Page and access to the Home Page through the server.
8. Submit a written report to the Vice President, Educational Technology for final Executive Board meeting with budget recommendations for the following fiscal year.