

## **WEBMASTER**

Revised 2018

**Bylaws Article VII – Officers Section 4:** Special duties of officers and elected board positions shall be found on the website.

The Webmaster shall be responsible for managing the content on the OMTA website.

1. Publish updates as quickly as possible.
2. Assist with the transition from print/mail materials to online submissions.

\*Check *Policies and Procedures* for more information

\*Expenses incurred by this office may be reimbursed by digitally submitting (via OMTA website) the *OMTA Officer Expense Form* with paid receipts to the OMTA Treasurer.

\*It is the responsibility of each Officer and Chair to keep the list of duties for his office updated. Each time a change is made, email the revised page to the President for distribution to the VP for Communications. Please keep a flash drive of pertinent files to pass on to the next Officer at the end of term.