

WWN Policies and Procedures Manual
Section 29
Webmaster
October 24, 2023 Rev 1

Duties, Policies and Procedures Pertaining To: Webmaster

The Webmaster responsibilities shall be:

A. Duties - Webmaster

1. The Webmaster is responsible for uploading the monthly Newsletter and calendar to the WWN Website. Additionally, he/she will update revisions made by the Board to the Constitution and By-Laws and other information, which has become obsolete.
2. Maintain Website and ensure License agreements are up to date.

NOTE: All expense reports and requests for funds to the Treasurer shall be submitted with a WWN Income and Expense report.

NOTE: The WWN BOD must approve any changes to this document. To change the document either submit your proposed written change(s) to the Policy and Procedure Chairperson, who will submit the written change(s) to the BOD, or you may submit the proposed written change(s) to the BOD.