

NCEMGVA Webmaster Position Description

The **Webmaster** maintains the NCEMGVA website.

Webmaster Requirements

1. Be a current NCEMGVA member.
2. Be a member in good standing with the Extension Master Gardener Volunteer Program in their county.
3. Be appointed by the President to serve a two year term.

Webmaster Responsibilities

1. Obtain approval from the President for design changes to the website.
2. Implement design changes.
3. Update the website as needed or as directed by the President or by decisions of the Board of Directors or Executive Committee.
4. Maintain the Calendar of Events.
5. Post the current NCEMGVA Newsletter and maintain an archive of past issues.
6. Post Executive Committee and Board of Directors meeting dates and locations, agendas and minutes.

Note:

The Webmaster is **NOT** responsible for updating financial files or for Conference Registrations.