***SOP: Website Administrator***

1. **Title:** Website Administrator(s) / Webmaster(s)
2. **Term of Office:** The Webmaster(s) must be a member in good standing of the Mile High Branch AALAS. The Webmaster(s) is appointed to the position by the President and confirmed by the Board of Directors. Officers and Board Members can be appointed Webmaster in addition to other MHB roles. The incumbent Webmaster must be re-confirmed by the Board of Directors annually. The term of the Webmaster begins on January 1st and ends on December 31st of each year. There are no limits on the number of terms that can be served. The Webmaster role should be occupied by at least one person at all times, but the President and Board of Directors may appoint and confirm additional Webmasters if/when needed. Additional Webmaster appointments may be for the duration of or less than a full term.
3. **Duties:**
   1. Review the branch constitution, by-laws and SOP's during the first six months of their term and make recommendations for amendments to the board if necessary.
   2. Attend branch meetings, including board of directors meetings. The Webmaster does not hold voting authority unless they are also an active Officer or Board Member.
   3. Maintains the MHB AALAS website, including troubleshooting technical difficulties, and, in coordination with the Secretary & Treasurer, answering member inquiries about their accounts, membership standing, meeting registrations, membership dues, etc.
   4. Adding/updating corporate sponsorship advertisements on the MHB website as those sponsorships are purchased or renewed.
   5. Assisting members or potential members to purchase or renew their memberships.
   6. Creating the event and registration process for the annual MHB AALAS Meeting(s).
   7. Advertising the local and national AALAS Meetings in the preceding months before they are held.
   8. Ad-hoc posting and removal of Job Opportunities or other announcements when requested by members or corporate sponsors.

I. Ad-hoc curation of other website content in collaboration with the board of directors.

1. **Use of Branch Funds:** In most cases, branch purchases will be made using the branch's checkbook. The Webmaster should seek approval of the board prior to making any purchases with branch funds. In the event that the Webmaster uses their own money to make a purchase in the performance of office, the treasurer will reimburse the expense if it is deemed an appropriate use of branch funds. The Webmaster is to send a memo detailing the purpose of the purchase along with an original receipt to the treasurer. The Treasurer will then reimburse the expense.

**Approved by the Mile High Branch Board of Directors on 12/01/2021**