

Florida Health Sciences Library Association (FHSLA)
Policy and Procedures

WEBMASTER (4/2014)

The Webmaster will be appointed by the President, with no definite term of office.

Duties:

1. Receives information from the Executive Committee or any of its members for dissemination to the general membership.
2. Receives information on the upcoming annual meeting from the Vice President/Program Chair and/or the local arrangements committee.
3. Receives new membership forms from the Treasurer so library websites may be added to the webpage.
4. Obtains permission from the President for other requests for information to be displayed on the FHSLA Homepage or for links to other sites.
5. Puts the information into HTML and provide the links to make the information easily and logically accessible.
6. Submits an annual report to the President before the Annual Meeting which is also then sent for placement in the archives.