

Webmaster

Purpose and Duties:

Webmaster will publish and maintain our organization's Web site, <http://WWW.SDCRID.ORG>, and manage online accounts and activity.

Responsibilities:

- Receive and electronically disseminate Board approved information to the members in a timely and efficient manner.
- Post new information in a timely manner, delete older information, maintain biographies and pictures of Board and Chairs, and ensure that all links are in working order.
- Respond or forward any communication received to the appropriate Board or Committee member.
- Maintain, appoint moderators and, when necessary, moderate the SDCRID community forums. (<http://sdcrid.createmybb3.com>) Moderation of any kind is up to the Board.
- Maintain confidentiality of password(s) and provide passwords as needed to Board and committee chairs.

The web site may include, but is not limited to, information on general meetings, board meetings, chapter bylaws, membership application, workshops, Board, Committee, and member contacts, and links to related sites.

Process for updating the e-mail forwarding recipes:

- go to <http://my.pair.com>
- click: „Mail%00
- click: „view recipes%00

The basic e-mail forwarding recipes are:

board@sdcrid.org: (multi forward to the following)
executive-board@sdcrid.org
representative-1@sdcrid.org (Working Interpreter)
representative-2@sdcrid.org (Deaf)
representative-3@sdcrid.org (Palomar)
representative-4@sdcrid.org (Mesa)

committees@sdcrid.org: (multi forward to the following)
scholarship@sdcrid.org
publications@sdcrid.org
pr@sdcrid.org
pdc@sdcrid.org
nominations@sdcrid.org
membership@sdcrid.org
mentorship@sdcrid.org
legislative@sdcrid.org
librarian@sdcrid.org
fundraising@sdcrid.org
bylaws@sdcrid.org
webmaster@sdcrid.org

executive-board@sdcrid.org: (multi forward to the following)
president@sdcrid.org
vice-president@sdcrid.org
secretary@sdcrid.org

treasurer@sdcrd.org
past-president@sdcrd.org