

Duties of the TBQ Guild Webmaster

The Webmaster:

- maintains the website as necessary to ensure reliability and availability
- makes changes to the website when requested by the President
- informs members monthly of updates to the website
- prints off newsletter copies to be sent to members without email access
- submits completed 'Request for Reimbursement' forms, along with the receipts to the Treasurer in order to be reimbursed for expenses
- provides a year-end report of activities, issues, concerns and suggestions to the President in June

NOTES

1. Information to be posted on the website should be received by the 20th of each month.
2. Members who request printed copies of the newsletter should provide self-addressed envelopes.
3. The chair should keep a record of income and expenses for the year-end report to the President.