

## **Website:**

The Website Administration is a Non-Voting member of the Executive Director Staff.

Maintain the TSWB website(s) and seek information from the other TSWB Directors to insure all information on the website is up to date and current.

1. Domains: make sure they are kept up to date and explore new domains if necessary.
2. Establish email addresses
3. Create forms, as needed, and maintain the submissions
4. Maintain the Hosting for the website(s)
5. Seek website sponsors to assist with costs
6. Establish a website committee as needed.

The other TSWB Directors will view the website and make sure all the information is up to date and current. When changes need to be made they shall inform the Website Administrator of such changes.

Ultimately the Website Administrator is responsible for the content and management of the website(s).