

Spring Fling Committee

WEBMASTER

(Minimum 2 years sobriety)

Standard Duties

- Maintain records and notes for the benefit of next year's office holder.
- Attend and participate in all Committee meetings. This is important in order to maintain group cohesiveness, to participate and exchange ideas, and to maintain a quorum when voting on issues.
- Understand that a Committee member may only incur one (1) unexcused, and two (2) excused absences and that a substitute may be sent without voting rights unless vote is in writing and the Chair is informed beforehand.
- The chairperson's purpose is to manage the Spring Fling conference to its fullest capacity and bring ideas, solutions and choices to the Committee for approval or denial. The Spring Fling Committee Chairperson will provide general leadership. It is the primary responsibility of each officer to provide leadership in their specific area and to initiate action necessary for a successful conclusion.

Requirements:

Must be computer literate. Knowledge of Microsoft FrontPage and the use of web based email software essential.

Officer Duties

- Report for approval of committee all information added and/or subtracted from the website.
- Our URL is <http://www.sacspringfling.org>
- Collect as much information as needed from all committee members who have information on the website.
- Web hosting renewal is due July 1st of every year to <http://www.netfirms.com>. Keep the committee informed of any changes in price or service.
- Keep website up to date, for example Graphics, Program Schedule, Dates etc.