

12/22/2023

WEBMASTER

Area 16, District 16, Zone B

1. DAILY

- i. Monitor webmaster@athensaa.org email and respond/forward as appropriate.
- ii. Check Bulletin Board and remove items that are out-of-date.
- iii. Post new flyers to Bulletin Board.

2. MONTHLY

- i. Download “Zip Archive” of website and store on Google Shared Drive
- ii. Update “Next District Meeting” dates after Monthly District Business meeting

3. ONGOING

- i. Update next Assembly Date on the Bulletin Board (*three times a year*).
- ii. Continue working on bi-yearly “strategic” plan.
 1. *Migration from Weebly to WordPress platform*
 2. *Work with Communications Representative to create action plans to achieve milestones.*
- iii. Make changes to website when appropriate or as requested by Communications Representative
- iv. Document processes and save to Shared Drive

4. ACCOUNTS & EXPENSES

- i. Maintain “Account Logins” file on Shared Drive
- ii. Maintain “Budget” file (work with Communications Representative)
 1. *Forward to the District Secretary when changes are made*
district16b@aageorgia.org