

Rocky Mountain URISA Year End Processing: Web Master

1. The Web Master will verify that the website has current and accurate information on the home page, the events pages—up-coming, past, photo gallery, and Scholarship Information—Membership, Documents, RM-URISA Board, and Links.
2. The Web Master will analyze the number of new members for the year and communicate the trend of membership for the past three years to the board of directors at its January meeting or send the information to the in-coming Web Master.
3. Web site, hosting, PayPal and other user names and passwords. The incoming president will request this information from the out-going and incoming Web Master. They will insure that both coordinate any changes to this information. The incoming president will know the due dates of all payments to prevent any disruption of service. The incoming president clarifies to the incoming Treasurer and Web Master the responsibilities of each regarding PayPal.
  - a. Any financial transactions, such as refunds and money transfers, in PayPal are the responsibility of the Treasurer.
  - b. The Web Master creates the buttons for workshop payments and other events
  - c. The Web Master sends to the Workshop coordinator the list of paid attendees for all workshops and other events requiring fees.
  - d. The Treasure transfers at the end of each month the revenue from PayPal to the chapter bank account. This amount will be documented in the monthly financials distributed to the chapter members.
  - e. The president will verify the transfer in bank statements.
4. The out-going and in-coming Web masters will verify that the website reflects the new officers and that their correct email addresses are attached to the contact page.
5. The out-going and incoming Web Master will verify that the Mass Mail function on Joomla works so that the organization can communicate with members.
6. Archiving financial reports and minutes. The out-going and incoming Web master will electronically post all meeting minutes and all financial statements to the chapter website. This provides back-up documentation for the chapter if any questions arise about the activities for the year or if we get audited by the IRS.
7. Archive Scholarship contact lists, workshop calendar and evaluations, and any other documents requested by the out-going or in-coming president.
8. Workshops and other events. If the out-going president has arranged workshops and programs for the up-coming year, the outgoing/incoming Web Master will post those events on the website as instructed.
9. Calendar. The outgoing/incoming Web master will post the calendar of the up-coming year and the incoming Web Master will keep it updated after the transition.

Outgoing Web Master signature of completion and date \_\_\_\_\_

Incoming Web Master signature of completion and date \_\_\_\_\_