1.   Webmaster

The Webmaster is part of the Communications Committee and is responsible for Unit website content. The Webmaster evaluates and implements new web technology and its applicability to the webpage. The Webmaster brings issues to the Executive Board for review and approval.

Duties:
1. Publicizes the Unit's Website to the membership, at peer-group meetings, SLA functions, and industry functions (the goal being to increase the Unit's visibility via the Website).
2. Maintains and updates existing pages, and regularly checks and updates links.
3. Creates new pages from content provided by the Unit Board and SLA staff that adhere to SLA brand guidelines.
4. Designs page schemes, graphics, CGI scripts, etc., on an as-needed basis. These should adhere to SLA brand guidelines.
5. Communicates with SLA's Director of Information Technology to ensure that the site is accessible. Troubleshoots problems on an as-needed basis.
6. Ensures that the Unit website's content and hosting is securely backed up, and runs security scans on a regular basis
7. Responds to emails directed to the Webmaster in a timely fashion.
8. Assists, if necessary, with posting the Unit's Bulletin or Newsletter to the Unit website.
9. Works with Unit Leader and Advisory Board to update the website for the Unit's functions and meetings.
10. Makes recommendations regarding new web technologies to the Board.
11. Maintains repository for Unit passwords.
12. Maintains role-specific email addresses and forwarding rules to individual's personal email accounts.
13. Provides website statistics to include in the Annual Report.

For more information, consult the [SLA Connect Community for Unit Webmasters](#).