

**CALIFORNIA STATE FEDERATION EXECUTIVE BOARD
POLICY 11(I)
SPECIAL ASSISTANT TO THE PRESIDENT
FEDERATION WEBMASTER**

Incumbent serves as the Webmaster for the California State Federation to provide officers, members and other interested persons with information about the organization.

I DUTIES & RESPONSIBILITIES

- A.** Coordinate the planning, development and operation of the website.
- B.** Establish an interactive website, easily accessible to the users.
- C.** Consult with and coordinate the content, appearance and functionality of the website with the Federation President for approval by the CSFC Executive Board
- D.** Ensure the information and materials provided on the website are in compliance with official policy.
- E.** Establish security procedures to safeguard against unauthorized tampering of information and materials posted on the website.
- F.** Maintain website content to ensure accuracy, current and informative articles and materials which are relevant to the organization's goals and objectives.
- G.** Continuously solicit information from authorized sources for posting on the website.
- H.** Develop plans for website improvements including, interactive features, appealing graphics and methods for supporting and promoting field programs, i.e., legislation, membership, service and others.
- I.** Perform other duties as assigned.