

Chapter Webmaster Duties

1. Maintain the Chapter website.
2. Liaison with the hosting service on maintenance issues.
3. Verify hosting, domain registration, and maintenance fees for the treasurer to pay the hosting service and domain registration service.
4. Add items as specified by the association store manager to the web store.
5. Adjust quantities in the store as specified by the store manager in the web store.
6. Delete items as specified by the association store manager that will no longer be sold from the web store.
7. Maintain a Fiddler's Green list of those known to be deceased on the website.
8. Add trooper's photo collections to the website photo gallery
9. Coordinate/Collaborate with the troop webmasters as needed.

Chapter Facebook Page Duties

1. Assist in the administration of the association Facebook page. *Note: the association Facebook page was setup and is owned by Ruppert Baird. Billy Don Wood and Rick Gardner are also assistant admins for the Facebook page.*

Chapter Newsletter Duties

1. Post the newsletter when published by the secretary to the webpage.
2. Post the newsletter when published by the secretary to the Facebook group.

Reunion Duties

1. Post reunion registrations when received from the secretary to the website.
2. Post hotel registrations when received from the secretary to the website.
3. Post reunion location, registration forms, agendas, and hotel registration information to the website reunion page.
4. At the reunion take photos and post the photos to the website photo album.
5. At the reunion take photos and post the photos to Facebook.