

Webmaster

General

1. Is given a two year renewable contract, subject to an annual review by the Administration Committee prior to reappointment.
2. Attends Executive Board meetings by invitation from the President.
3. Serves ex-officio as a non-voting member of the Communications Committee and the Professional Development Committee.
4. Responsible for organizing, designing and maintaining the MPLA web site.
5. Serves as a resource to all committees.
6. Jointly with the Communications Committee manages the web site, including development of policies and guidelines, identification of content and links, additional uses and services, and recommending action to be approved by the Executive Board.
7. Receives a stipend as set by the Executive Board and expenses paid to each Executive Board meeting to which invited.

Duties and Activities

1. Produces a consistent visual image on the site through use of uniform fonts, formatting, icons, colors, templates and layout.
2. Adapts content to web format.
3. Establishes and maintains links to other sites and specific resources on other sites, including:
 - American Library Association
 - State Library Associations in MPLA Region
 - Annual conference site in member states.
4. Posts new content, updated and revised material, identified or created by the Communications Committee.
5. Regularly adds the following:
 - Updated Job Line postings
 - Photographs of MPLA activities
 - Minutes of MPLA Executive Board meetings and associated reports

- Current *MPLA Newsletter*, to be provided by Newsletter editor
 - Archive of *MPLA Newsletter*
 - Current edition, and revisions, to the *Manual of Procedure* as approved according to MPLA Bylaws and Procedures.
6. Advises the Executive Board and the Communications Committee about emerging technologies, applications and additional uses for the web site:
 - Analyzes traffic statistics and use
 - Assesses new techniques and trends and suggest enhancements and improvements.
 7. Retains Board Reports posted on the Association web site in electronic format for at least five years.