

# Webmaster Duties

Duties include:

- Ensure the site is up and available as much as possible. This includes hosting arrangements, software upgrades, domain name registration
- Enable and train authorized individuals to submit event and/or news items for publication
- Provide event and news via weekly email newsletters
- Update the static pages (everything except events and news) as needed
- Reply or forward inquiries and requests

Currently we purchase the following services from the listed providers

- Hosting (reseller) and Drupal software maintenance and underlying software from [www.multimediapartners.info](http://www.multimediapartners.info) for \$180/yr
- Domain name registration from [www.namecheap.com](http://www.namecheap.com) for \$15/yr (my donation)



