**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**WEB MASTER**

The purpose of the Colorado State Council (CSC) Epsilon Sigma Alpha (ESA) website is to provide a central location for information, forms, guidelines, and history available to all Colorado State ESA members and non-ESA members. The CSC ESA web site, [www.esacolorado.org](http://www.esacolorado.org/), went live in the fall of 2001.

The web site is updated and maintained by CSC members designated as the **Web Team**. The Team is comprised of the Web Master, who will serve as the chairman, and two web assistants. The team shall work closely with all officers and chairmen to provide accurate and timely information. **The Web Team** is responsible for the creation and maintenance of the CSC ESA web site; refer to the Web Team Guidelines for details.

The Web Master is an appointed office and is a member of the CSC board.

1. Refer to CSC By-Laws and Standing Rules for all duties of this office, **please read the complete document.**
2. Web Master:
3. Secure a hosting method for the website.
4. Chair Web Team.
5. Coordinate all information posted to the website.
6. Submit website expenses to CSC Treasurer.
7. Reporting:
8. Prepare two copies of your report for all State meetings; one copy for the Recording Secretary and one copy for your files.
9. Prepare article for the *Golden Lamp*, as needed, per schedule.
10. Make recommendations to pass on to your successor and the Web Team.
11. Sunday morning Officer’s meeting:
12. Attend meeting called by the newly installed President.
13. Pass all files, stationary, etc., to successor.