

## NPYM Webkeeper Job Description

<b>Appointed by:</b>	Steering Committee
<b>Nominated by:</b>	Nominating Committee
<b>Term begins:</b>	October 1st
<b>Term length:</b>	Two years
<b>Reports to:</b>	Steering Committee
<b>Definition:</b>	Maintains the NPYM website.

Works primarily with NPYM Secretary and Annual Session Registrar.

### Tasks:

1. To continue the registration of the web domain name: npym.org for our use
2. To design and write web pages as needed
3. To maintain the website and keep information there current
4. To arrange for an internet service provider to provide server space to host the web pages
5. To work with the NPYM secretary, committees, quarterly meetings, etc., to see that current information gets posted
6. To report to Steering Committee on progress, status, concerns related to the website
7. To work with the annual session registrar and NPYM secretary concerning the posting of specific information, like on-line registration.
8. To provide information to the NPYM secretary for a complete backup file that includes current passwords and FTE.