

7th Michigan Volunteer Infantry, Company B, Inc
JOB DESCRIPTION
(September 2011)

TITLE: WEBMASTER/BACKUP WEBMASTER

PURPOSE: To maintain and update the corporation website

AUTHORITY: Appointed by the president

TERM: 1 year

DUTIES:

1. Secure/maintain domain name and server for the website
2. Update the site with appropriate information when requested in a timely fashion
3. Work with board and appropriate committees to determine content
4. Report monthly to the board on progress/needs/financial needs