

## **Master Brewers Association of the Americas - District St. Louis**

### District Webmaster, Duties & Responsibilities

The District Webmaster is an appointed standing committee position by the District Executive Board. The Webmaster shall be responsible for the following:

- District website housekeeping such as DNS, maintaining backups, protecting the URL, interaction with the registrar, interaction with the host, interaction with MBAA National, site hierarchy and sub webs, browser compatibility, repair of broken links, and recording visitor stats.
- Production of graphics, code, hyperlinks, and all subjects associated with the technical production of a website.
- Keep the website's contents current and accurate.
- Respond to the needs and requests of the Executive Board and membership body.
- Attend both Executive Board and regular meetings.