

WEBMASTER

The Webmaster is hired for one year by the President. The person shall be responsible to and supervised by the Executive Secretary. This position is not an Executive Board or Assembly position; however, the person may be appointed to the Assembly by the President.

Responsibilities

1. Keep the AMTNYS website (www.amtnys.org) current, based on AMTNYS membership needs.
2. Renew the URL registration on a regular basis, so the domain name is maintained ad infinitum.
3. Make sure the ISP (Internet Service Provider) is paid as scheduled.
4. Monitor the various list serves hosted by NCTM (The Math Forum).
5. Work with the Data Manager to keep the secure pages current (conference registration, membership renewal, scholarship sales, etc).
6. Stay current with latest web editing techniques.
7. Respond to any and all feedback about the site.