

WEBSITE COMMITTEE JOB DESCRIPTION/RESPONSIBILITIES

The Chair of the Website Committee is appointed by the current President and serves for a one-year term, which is Annual Meeting to Annual Meeting.

The main goal of the Website Committee is to keep the ABJA website current by:

- Assigning a password to the "Member's Only" section on the website to paid ABJA and CBA members.
- Updating the website with the Membership List of ABJA and CBA members - this is generally sent by the Membership Chair.
- Gathering photos of the Annual Meeting and posting them on the website.
- Providing links to other useful websites.
- Updating the data in the Officers section at the beginning of each new term.
- Updating the data in the CBA section and Annual Meeting section when directed.
- Preparing an article for each issue of the ABJA newsletter, *Behind the Bench*.
- Preparing an annual report recapping the activity of the Committee over the past year and submit it to the President and Chair of the Long Range Planning Committee. The report is due two weeks prior to the Annual Meeting.

Budget Submission and Financial Responsibilities:

All Committee Chairs will prepare a proposed budget for the following year at least 60 days prior to the Annual Meeting and submit it to the Finance Committee. Care should be taken to include any projected budgetary requirements for projects that are in process that will be completed in the term of the subsequent Chair of the Committee. The Committee Chairs should consult with the Finance Committee and the President-Elect to ascertain

any projects anticipated in the coming year that would require any unusual expenditures for a particular Committee, and the President-Elect's input should be sought as to approval of the Conference Planning Committee and Site Selection Committee budgets. The Committee Chairs should also compare their Committee's actual expenditures for the past year with the amount that had been budgeted for that particular Committee so that adjustments can be made for the next year's budget. The proposed budget for the Website Committee for 2009 is \$400 (maintenance charges & renewal of domain name).