

July 16, 2017

# Website Committee

**2017-2018 Chairman – Don DeLand**

The Website Committee is responsible for maintaining the content on the Post website at <http://www.vfw4108.org>. This includes uploading articles newsletter, calendar, pictures, admin rights etc.

The post website provides members and the community with timely information as to the activities and news about the Post.

**Structure:** The Website Committee Chairperson is determined by the Post Commander at the beginning of each Command period. The Chairperson is responsible to recruit committee members to ensure continuity in the administration of the website. The Committee should include Auxiliary members to maintain the Auxiliary associated content.

**Meetings:** Meetings are held at the discretion of the committee chairperson as needed.

**Budget:** The committee does not have a yearly budget. Any expenses associated with the website, ie Domain registration fees, are submitted via motion to the membership at a monthly membership meeting.

**Reporting:** The Website Committee Chairperson is responsible for reporting any website news at the Post monthly membership meeting.