

## **Section 7.12 Duties of the Webpage Committee**

(a) **Responsibilities:** Under the direction of the Webpage Manager and in collaboration with the IOTA Administrative Assistant, the Webpage Committee shall be responsible for posting and removing items from the IOTA webpage to provide members with current information about IOTA activities and members. IOTA documents (e.g., bylaws, past meeting minutes—both membership and executive board meetings, current and past newsletters, membership handbooks) shall be posted in the member only section in a timely manner. IOTA forms to assist with conference registration, scholarship forms, voting, and other such documents needed for IOTA functions, shall be the responsibility of the Website committee. The Webpage Manager and IOTA Treasurer shall hold the two available Super Administration MemberClicks positions (direct communication with MemberClicks staff). The management of IOTA membership dues, conference registrations, job postings, and member questions shall be the responsibility of the IOTA Administrative Assistant. The IOTA

(b) **Committee Members:** This committee may include at least 2 IOTA members from various practice backgrounds.

\*Please send feedback as desired to Steve Bowen, Jayna Fischbach,

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