

ARTICLE IV BOARD OF OFFICERS

Section 1 Duties

~~1.1—In addition to other duties as may be required, the Editor shall:~~

~~1.1.1—Publish the *Property Times* newsletter, at a minimum of three times per year in hard copy and placed on the Association's website.~~

~~1.1.2—Actively solicit articles from members of the Association for entry into the *Property Times* newsletter.~~

~~1.1.3—Coordinate with the Chair of the Vendor Sponsorship Committee to ensure advertisements are accurately published in newsletters.~~

~~1.1.4—Establish deadlines for article and photo submission for each publication of the *Property Times* newsletter. Deadlines shall be posted on the~~

~~Association's website and provide a minimum of 45 days' notice.~~

~~1.1.5—Establish times of publication to timely promote the Annual Conference and include the Conference Agenda.~~

~~1.1.6—Annually set goals and pursue the purpose.~~

~~1.1.7—Secure other such beneficial publicity for the organization as may be in their power.~~

~~1.1.8—Be reimbursed for any expense incurred during the year for publication of newsletters as approved by the Board of Directors.~~

DELETE ENTIRE SECTION

**REPLACE EDITOR WITH WEBMASTER AND
NEW SECTION NUMBERS WITH NUMBERS
FROM EDITORS DELETED SECTION
REPLACE EDITOR IN TAPEIT POLICY, BY LAWS
OPERATION MANUAL WITH THE WORDING OF
EDITOR.**

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Section 1 Duties

- 1.1 In addition to other duties as may be required, the
Webmaster shall:
 - 1.1.1 Shall be responsible for posting updates on upcoming TAPEIT events such as but not limited to: conferences, deadlines for grants, deadlines for scholarships, deadlines for Tech of the year.
 - 1.1.2 Coordinate with each committee chair to ensure any current postings or advertisements.

- 1.1.3 Publish any required or requested articles, questions or publications on all Social Media platforms being used.
- 1.1.4 Make certain the web hosting service for the website is functional and working properly.
- 1.1.5 Updating the design of website, generating, and updating all files / pages of website.
- 1.1.6 Be responsible for the security and integrity of all information posted on the site, submitted to the site, and stored on the website.