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## **SEGS Website Committee Duties**

The SEGS Website Committee is responsible for maintaining and updating the SEGS website by assimilating information and ideas for the Chair to share with the Executive Committee, such as social media endeavors and improved communications strategies. Currently, physical maintenance of the website is performed by web-designer Anna Janosik of River Hills Design, Inc.

The Committee Chair is responsible for prompting and facilitating Executive Committee Officers to accomplish their below-cited duties relative to website postings.

President:

- Schedule attendance of Officers to four By-Laws mandated Executive Committee meetings
- Coordinate with Website Committee Chair, updates including News, Event Calendar Summaries and Photo Gallery, Officer and Committee changes, and updated Membership Application

Vice President:

- Plan, advertise to members, and coordinate at least two field trips, preferably in the spring and fall, which should include Society business meetings
- Draft field trip notice and registration, and waivers (SEGS and venue[s]) forms for distribution to members and website posting by the President, or his delegate
- Following field trips, write a summary with photos for the website Events page

Treasurer:

- Provide periodic reports on the financial status of SEGS to Officers and to membership during SEGS meetings; Board to decide if we should post an update of finances quarterly on website.

Secretary

- Receive and tally votes for annual election results announcement.

Past President

- Announce ballot results for incoming Executive Committee.