

## WEB MASTER

### Humboldt Woodworking Society

In addition to what is in the “Duties of Officers Guidelines” document, the Web Master will need to manage the web site finances and domain names registration. Any costs associated with the web site should be approved in advance by the BOD and incorporated into the annual budget. Since the HWS does not have a credit card, the Web Master should pay the approved costs. Reimbursement will be made when you provide documentation (print outs of online transactions), a copy of your credit card statement, and an invoice to the Treasurer.