

**Webmaster Checklist
June 2014**

| Activity | Timing | Comments |
|---|-----------------|--|
| Update Registrant Information at Hostways | Sept | Requires current webmaster signature |
| Domain Name renewal | February 1st | |
| Web Hosting Annual Subscription | August 15th | |
| Update New BOD email forwards | July | |
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| Update Website information: | | |
| - Latest BOD meeting notes | Monthly | From Chapter Secretary |
| - Latest PDE information on home page | Monthly | Due within 2 days after previous PDE |
| - Latest Education information/courses | Monthly | Or as class information becomes available |
| - Job Postings | As required | As they come in; leave up no longer than 60 days |
| - Update BOD information | Yearly - July | |
| - Intl Conference Info | Begins in March | As soon as APICS HQ makes mktg info available |
| - Update SOPs, Job Descriptions, Bylaws, etc. | As required | |
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