



# Goals

- Maintain all GRHS websites and ensure professional design with easy to use menu structure and well written pertinent information
- Manage relationship with InMotion (hosting service) to ensure GRHS website (on leased server) is protected and backups maintained
- Provide communications tools for GRHS members (listserv, email distribution lists, etc.)
- Issue/maintain member user IDs and passwords
- Oversee property rights management for all published materials on the website
- Create and maintain a GRHS website policy handbook and ensure all webmasters adhere to it
- Maintain issues and tasks documents and make them available to all webmasters and executive board

- Revised Oct. 2009