# GSRA POLICY AND PROCEDURE

| NUMBER | Page | CATEGORY |
|---|---|---|
| | 1 of 1 | Committee Functions |
| **TITLE** | **APPROVED**: | **Reference:** |
| Functions of the Website Maintenance Committee | 3/10/09 | Minutes of March 10, 2009 |

Objective:  To insure that the GSRA website software supports the desirable GSRA activities and that the on-line access is available to GSRA membership at least on a 95%-98% of the time.

1. Analyze software capabilities, develop recommendations, and install changes as approved.
2. Recommend policy modifications to the Board regarding operational functions as needed.
3. Produce reports to support membership input and update.
4. Analyze problems with membership records and correct or modify as appropriate.
5. Update membership records from Excel records as appropriate.
6. Produce membership renewal notices according to Board policy.
7. Review and determine action to respond to e-mail messages sent to the WebMaster@MyGSRA.com.
8. Support GSRA Officers and Committee Chairs by installing tools for use, such as e-mail addresses.
9. Support GSRA Officers and Board and Committee Chairs by processing e-mails to members regarding Newsletters, Action Letters, etc.