## ADDENDUM B: Webmaster

- 1. Apply necessary updates requested by IAAE Board Members.
- 2. Remove dated materials.
- 3. Upload Conference Schedule as soon as available.
- 4. Coordinate with Conference Planning Contractor, Past President and Conference Planning Committee to develop conference registration forms/pages online.
- 5. Coordinate with IAAE Treasurer and Financial Manager to develop and maintain pay-online option for memberships and conferences.