

## Guidelines for Web Site Administrator

Term: Appointed by President  
ELECTION: N/A

Duties of the administrator of the association's Web site [www.nslha.org](http://www.nslha.org) include overseeing the site; maintaining, upgrading and approving content; coordinating design upgrades with *aijalon* (the local technology and communication marketing firm that hosts the site).

Content can also be added by the NSLHA Executive Administrator and the President who have access privileges to the management side of the site.

### Nebraska Speech-Language and Hearing Association Deadlines for Web Site Administrator

January  
February  
March  
April  
May  
June  
July  
August  
September  
October  
November  
December

- *Approve and add new content, as requested or as needed.*
- *Submit items for the Executive Board Agendas, as needed.*
- *Attend Executive Board Meetings, as needed.*