

Webmaster/Postmaster

Editor's Note: Webmaster/Postmaster Section is pending

- a. Charge**
- b. Articles/Bylaws Statements**
- c. Responsibilities**
- d. Relationship with SEAALL Officers, Committees and Other Administrative Positions**
- e. Reimbursement of Expenses [revised 4/99]**
 - i. Ordinary expenses, such as phone calls, postage and copy changes incurred in the performance of the duties of the maintaining the Chapter web page will not be reimbursed by the Chapter.
 - ii. Requests for reimbursement of expenses incurred for official expenses must be submitted to the Treasurer with appropriate documentation, including a cover memo and receipts.
 - iii. Income forwarded to the Treasurer for deposit in the Chapter bank account must be accompanied by a cover memo and appropriate documentation detailing the source of the income.
- f. Chapter Records**
- g. Calendar of Responsibilities**