



# Webmaster

## Role:

The webmaster's role is to recognize that the LWWNPC website is a living document and it must be maintained with current and fresh content.

## Goals

1. Keep the website accurate and current with constantly updated content
2. Maintain the LWWNPC calendar on the website
3. Update the website as required and/or directed.

## Responsibilities

- Work closely with League of Women Voters of California to correct and/or perfect any issues.
  - Amaris LeBron, Administrative Assistant
  - [alebron@lwvc.org](mailto:alebron@lwvc.org)
  - (916) 442-7215
- Ensure domain registrations are kept current
- Maintain the site:
  - Assure accuracy of all information with periodic review
  - Update content
  - Fix broken links
- Avoid League lingo
- Ensure pages download quickly
- Optimize HTML and script code to the site has no unwanted tags or unused scripts