SOP for SLMDA Website Management

* Web Master Mr Harsha Jayamanne is technically supporting and maintaining SLMDA website. He is paid annually for hosting and the hours he spent on maintenance of the SLMDA website.
* The immediate past president shall take over the role of assisting the Web Master, herein named as the Assistant Web Master (**AWM)**. This role can be delegated to another committee member as well.
* The AWM is responsible for the contents of the SLMDA web site. S/he shall continue to update the web site with most recent information throughout the year.
* Usual updates should include advertising forthcoming SLMDA events, publishing reports and photographs of events, publishing AGM and committee meeting reports in the members only area, publishing the most recent Treasurer's report in the members only area and publishing the Newsletters
* The AWM has to go through the web page periodically and remove/ archive past events advertised in the website
* If there is any doubt regarding the appropriateness of a particular item appearing on the web site, the AWM shall discuss the matter with the executive committee. If the matter is not urgent, it should be discussed at the next committee meeting
* AWM shall be responsible for all the advertisements appearing on the site. An agreement should be made with advertiser as to how long the advertisement should appear on the site
* With the assistance of the committee, the AWM shall decide on the rates for advertisements. This should be revised annually