

TASKS	PERSON INTERESTED	CONTACT INFORMATION
Website		
<ul style="list-style-type: none"> Maintain subscriptions: domain name, hosting company, software plug-ins if present. 		
<ul style="list-style-type: none"> Complete transitioning of the site to the MyLO platform. Attend MyLO trainings, if needed 		
<ul style="list-style-type: none"> Post agendas, as provided by the president- 12 times a year 		
<ul style="list-style-type: none"> Post Minutes, as provided by the secretary - 12 times a year 		
<ul style="list-style-type: none"> Post letters and action statements, as provided by the president- as needed 		
<ul style="list-style-type: none"> Post events, as provided by the Communication Workgroup lead- 2 to 3 times a year 		
<ul style="list-style-type: none"> Post Bay Area Monitor, as provided by the editor- bi-monthly (through June 2021). 		
<ul style="list-style-type: none"> Check and maintain links on the site. 		
<ul style="list-style-type: none"> Check Local League page to update links and information 		
<ul style="list-style-type: none"> Maintain Calendar events on Tockify.com (can be updated by others). Add Tockify calendar to MyLO site. 		