

This agreement exists between:

- _____ (hereafter referred to as **Webmaster**) and
- The _____ (hereafter referred to as **Society**)

The purpose of this agreement is to outline the rights, agreements and responsibilities that pertain to the activities of the **Webmaster** in developing and maintaining the on-line web presence (including, but not limited to, the Society's Web Site, Blog, Twitter account and Wiki) on behalf of the **Society** as described below.

- 1) The Webmaster agrees to take all reasonable precautions to avoid inadvertent or malicious disclosure of User ID's, Passwords and other proprietary material and/or information except to individuals approved by the Board of Directors of the Society.
- 2) The Webmaster agrees that s/he will share current User ID's, Password's and critical contact information (names, email addresses, web site, phone numbers, etc.) required for day to day administration of the web presence under the control of the Webmaster with at least one other individual designated by the Board of Directors of the Society.
- 3) It is the responsibility of the Webmaster to implement a regular backup regime to insure that the society is able to recover from a corruption or loss of data in a timely manner.
- 4) Any software developed by the Webmaster for the use of the Society is provided to the Society with the understanding that the Society has perpetual rights to its use. Notification of any exceptions to this policy must be made in the form of a letter presented to, and accepted by, the board of directors and confirmed by a letter from the Board of Directors to the Webmaster.
- 5) The Webmaster agrees that s/he serves at the discretion of the board of directors. His/her services can be unilaterally terminated by either party at any time.
- 6) In the event that the service of the Webmaster is terminated, s/he agrees to:
 - a) Provide all information (User ID's, Passwords, URL's, Contact Information, etc) required to continue day to day administration of the web presence under the control of the Webmaster to the individual designated by the Board of Directors of the Society within 48 hours of the termination
 - b) Return all hardware, software and documents belonging to the Society within 14 days of the termination

As agreed to

On: _____ (Date)

By: _____ (**Webmaster**)

And: _____ (**President** of the Society)

And: _____ (**IT Administrator** of the Society)