

**Pancreatobiliary Pathology Society (PBPS)**  
**Webmaster Standard Operating Procedure (SOP)**

- (1) The PBPS Webmaster serves on the PBPS Website/Membership Committee
- (2) Webmaster term is 4 years (may be extended with the approval of PBPS Executive Committee)

**Responsibilities of Webmaster:**

- (1) Advises and manages technology-related to the society website (domain name pbpath.org, hosting service siteground.com) as requested by the Executive Committee or Website Committee Chair.
- (2) Posts content on website/social media as requested by the PBPS Committees.
- (3) Troubleshoots and corrects any reported issues with the website (broken links, bounced email), updates/manages associated plugins, and considers potential improvements to make the website user friendly.
- (4) Adheres to approved SOPs (e.g., PBPS Website, Social Media, and Job Posting SOPs).
- (5) Manages the Membership portal and website Member database.
- (6) Manages the technical aspects of the [info@pbpath.org](mailto:info@pbpath.org) email address (server issues, troubleshoots if problems receiving or sending mail).