



# Missing In America Project

[www.miap.us](http://www.miap.us)

## NET SOURCE LIAISON POSITION DESCRIPTION

Position of Net Source Liaison is to facilitate a close working relationship between Missing In America Project (MIAP) Board of Directors and Authorized Agents of Net Source, to facilitate the continued improvement of the MIAP Database to reflect current and future needs and to ensure MIAP Email server accurately reflects our MIAP Volunteers needs.

## DUTIES OF NET SOURCE LIAISON

Will communicate with Net Source to resolve any issues that may arise with the email server. After being contacted by BOD, Regional/State Coordinator setting up new MIAP email addresses, deleting un-needed MIAP email addresses. Resolving any issues volunteers may be having with their emails, i.e. SPAM, enlarging email storage amounts upon approval.

Will communicate with Net Source to make data field changes to the MIAP database. i.e. Adding/Deleting fields as deemed necessary. Creating new Search/Sort options.

Accomplishing the second paragraph by determining what the cost of any proposed changes may be by communicating with the Net Source Agent. Then bringing the cost to the BOD to decide what funds are available, or decide whether any fund raising would be appropriate.

Coordinate with Website Webmaster to implement any approved changes that may affect appearance or operation of the website.