

## **Webmaster Role Description**

### **Summary of Role:**

The Webmaster is responsible for ensuring the chapter website is active, up-to-date and a dynamic source of information for our chapter members. The Webmaster works directly with the VP of Operations and the President to prepare a monthly website update plan, design the content and administer the chapter website

In addition, the website will coordinate with the Director of Programs and the Director of Communications to ensure that each event is communicated effectively.

### **Detailed Responsibilities of Director:**

- Work with the VP of Operations and President to plan out a monthly website plan update plan. This includes, but not limited to:
  - Carousel Slideshow
  - Announcements
  - Events
  - Volunteer Opportunities
  - Sponsorship Opportunities
- Actively engage with Director of Programs and other Board members to ensure all planned events are on the website.
  - All post events on our site have to be updated with the # of attendees and \$ collected.
- Post regional job opportunities as they come in for 1 month.
- Post event slides in member library.
- Ensure Contact Us and About Our Chapter is accurate and up to date.
- Design and update a members-only picture repository.