

Web Chair Job Description

Beginning a New Board Term

At the beginning of each new board term, the Web Chair should...

- Ensure his or her name is identified on the Web site as the site Webmaster.
- Have the general "Contact Us" e-mail from the Web site forwarded to the President's preferred e-mail address.
- Update the list of chapter officers and e-mail addresses on the Chapter Officers page.
- Add names of officers who just left the board to the Past Chapter Officers page.
- Ensure that all board members have the Web address for accessing chapter e-mail accounts.
- Ensure that the Events Chair, Freelance Chair, Education Chair, and President have the Web address for the site to access event registration reports.
- Check with board members to find out whether they would like e-mails from the chapter e-mail accounts forwarded to a different address. If so, update the forwarding e-mail addresses for new board members. Ensure that e-mails are no longer set up to forward e-mails to past chapter officers.
- Create new passwords for chapter e-mail addresses and for access to the secure area of the Web site for positions that are held by new board members.
- Change the password to access the secure area of the Web site and send the new password to current board members.

Ongoing Web Chair Responsibilities

- When an e-mail needs to be sent to the entire chapter or to the Freelance Group, the Web Chair should send the e-mail from the appropriate chapter e-mail address (eg, if about an upcoming general chapter event, send e-mail from events@gcac-amwa.org)
- Keep updated documents on the secure area of the chapter Web site. (See individual board positions for descriptions of which documents should be obtained from which people.)
- Communicate with other board members to ensure that necessary documents are posted to the secure area of the chapter Web site. If the documents are not received in a reasonable timeframe, the Web Chair may request them from the appropriate person. Alternatively, the President may remind the board member to forward the necessary information.
- Set up online registration for various chapter events (conferences, dinners, freelance meetings, etc).
- Maintain the list of passwords for chapter e-mail accounts, online registration reports, secure area of the Web site, etc. Each time this list is updated, send to the President and President-Elect.
- Make general updates to format and content of Web site as needed.
- Update this document as needed to include new or changed information. Post updated version on secure area of Web site (replacing old version).