

Position Title: Website Coordinator

Term of Office: Minimum one (1) year term, as appointed by the President. May be appointed to additional terms.

Responsibilities:

- I. Coordinates and manages website providing timely updates as requested to maintain accurate and up to date information for initial and ongoing visitors to the website
Delegates to Executive Board members with access as needed for assistance to update in a timely manner
 - a. Maintain log for requests and completions
- II. Provides education and support to Executive Board members having access to website including updating members only access code annually, new board member profiles and photos annually in June and ongoing as needed, and updates to email forwarding for each officer annually and accordingly as any changes occur
- III. Coordinates with communication committee as needed (membership chair, publicity chair, newsletter chair, treasurer) to ensure reports from sales on website, including conference registration and memberships, are accurately categorized and recorded
 - a. Ensure welcome letter and receipts are accurate and up to date with current annual members only access code to website