

## **Webmaster – Site Manager**

### ***TERM OF OFFICE***

The Webmaster-site manager shall be appointed by the President. The term of office will be no less than one year. The Webmaster will be an ex-officio member of the Board.

### ***QUALIFICATIONS***

1. Must be a current member of VEAFCFS.
2. Knowledge and interest in computer technologies and the Internet.
3. Leadership ability and management experience.
4. Experience in writing, editing, proofreading of documents published on Web site.
5. Experience in ensuring style guides are followed including grammar, spelling, appropriate content matter and consistency is published/posted on Web site.

### ***DUTIES OF THE WEBMASTER-SITE MANAGER***

1. Responsibility focused on maintaining an up-to-date VEAFCFS Web site.
2. Interfacing with VA Tech personnel to ensure information is posted promptly.
3. Interface with members via e-mail to promote use of Web site.
4. Maintain listserv of members.
5. Ensure minutes of all association meetings are posted.
6. Post current list of VEAFCFS Members, budgets, announcements.
7. Develop a VEAFCFS member Newsletter similar to e-NEAFCS (<http://www.neafcs.org>)
8. Secure technical support and problem solving services when needed.
9. Act as a liaison between Association and VCE designated staff and other departments for purposes of VEAFCFS Web site.
10. Maintain archive of award recipients on VEAFCFS Web site.
11. Remind President and officers when information should be updated on Web site.
12. When appropriate post photos of award recipients, conference photos, etc.
13. Maintain a current events calendar for us of membership.