

Website Coordinator

General duties:

- Serve as a non-voting member of the State Executive Board.
- Maintain current job description and Manual of Procedure to be passed along to successor.

Specific duties:

- By 10th of each month receive from chairmen information to be posted on the web site.
- Upon receiving information, format it for publication on the website and direct Webmaster as to where the information should be placed on the site.
- By 20th of the month have transferred new information to be posted to the Webmaster.
- Webmaster will then have new information posted by the 25th of the month.

A suggested time-table for duties follows:

November – odd year (incoming)

- Attend the State Conference.
- Attend last Executive Board meeting and receive Manual and materials from outgoing Chair.

January, May, October

- Prepare report for State Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline.

February, June

- Attend State Executive Board meetings.

November – even year

- Attend the State Conference and attend Executive Board meetings.

November – odd year (outgoing)

- Attend the State Conference and attend Executive Board meetings. At last meeting turn over Manual and materials to incoming Website Coordinator.