Assistant Web Manager

1. **Purpose:** Assists the Web Communications Manager in administering the Society’s Website and social media platforms.

2. **Term of Office:** One year. Appointed upon recommendation of Web Communications Manager.

3. **Voting Status:** Non-member. Non-voting.

4. **Major Duties/Responsibilities:**

   a. Under the guidance of the Society’s Web Communications Manager:
      i. Assists with the development or maintenance of website and social media guidelines;
      ii. Assists in the annual review of website content;
      iii. Adds, removes or edits website content; and
      iv. Monitors grammar, typos, inactive links, and other errors across platforms.

   b. Contributes to the Web Communications Manager’s reports to the Executive Board.

   c. Manages specific aspects of web-based communications, such as the Society’s Facebook or LinkedIn presences.