Web Communications Manager

1. **Purpose**: Serves as administrator for the organization’s web-based communications.

2. **Term of Office**: 3 years. Appointed.


4. **Major Duties/Responsibilities**:

   a. Attends Executive Board and Annual Business meetings. Presents verbal or written reports regarding the status of web communications.

   b. Maintains Society database, website, and social networking tools.
      i. Ensures consistent look and feel across web-based communication platforms.
      ii. Ensures the timeliness and relevance of information distributed across the website and social networks.
      iii. Works with Executive Board, Newsletter Editor and Committee Chairs to provide access to Society documents.

   c. Performs regular maintenance of all web-based tools, including, but not limited to: monitoring storage usage; developing consistent file systems; ensuring access to current files; removing outdated files; managing administrative and user privileges; and monitoring posted content.

   d. Conducts an annual review of website content.

   e. Ensures successful archiving of listserv content. May oversee archiving of other web-based communications platforms, as appropriate.

   f. Coordinates all aspects of maintaining a web presence, including, but not limited to: identifying third-party services for hosting listserv, website, or database, when applicable; managing domain name registration; contracting web hosting plans and server space; and negotiating contracts with host institutions.
      i. With Treasurer, determines annual budget for Web communication platforms.
      ii. With Treasurer, ensures timely payment of fees.
      iii. Assists Membership Chair with conducting an annual audit of Society membership list and listserv.

   g. Submits annual report at the Annual Meeting.
The Web Communications Manager may recommend appointment of an Assistant Web Manager to serve as an apprentice. *(Duties for the Assistant Web Manager are outlined in a separate document.)*