

Website committee:

WEBSITE COMMITTEE CHAIR POSITION DESCRIPTION

Reports To: SCRID Executive Board Status: Volunteer

Must be a current SCRID member in good standing

POSITION PURPOSE

To supervise all aspects of the website committee including updating content, training users, and troubleshooting technical issues for the organization website, Google corporate account, online database site and other organization online resources.

PRINCIPAL RESPONSIBILITIES

- Manage website, SCRID Google Corporate Account and online database interface
- Communicate with board and members regarding issues with the website or online database site
- Check SCRID Website email a minimum of once per week
- Respond to time sensitive communication within 24 hours, or sooner, if possible
- Collaborate with the Professional Development Committee and Public Relations committees to support event promotion
- Attend 75% of all monthly board meetings (approximately 9 meetings per year; 3 on-site meetings, 6 video remote meetings, the schedule to be negotiated each fiscal year)
- Submit a monthly report (even if chair is unable to attend meetings)
- Attend the annual membership meeting
- Submit an annual report for the annual membership meeting
- Manage the website committee budget

TRAINING, EXPERIENCE, ABILITIES

Experience (or motivation to learn):

- Website platforms
- Web-based data base formats
- Google Corporate account (serves as the SCRID Google account Super-administrator)

ABILITY TO

- Interface in a mutually cooperative way with SCRID members, Board of Directors and Committee Chairs
- Work as part of a team with others;
- Good written, verbal & ASL/PSE communication skills;
- Sensitive to member needs;
- Public speaking skills;

ESSENTIAL JOB FUNCTIONS

- Manage content on the website, review reports, blogs and event information when necessary
- Manage features of the website, make recommendations to remove obsolete or add new features as needed
- Manage online website, database and Google corporate account usernames and passwords and provide assistance to members and leadership when needed
- Ability to effectively communicate with individuals that are seeking to remedy an issue
- Able to dedicate on average 5 hours per week to the position with some weeks requiring more.

Time Commitment (approximations):

- Board meetings – 2 hours per month
 - Website Maintenance and updates – 30 minutes per month
 - Responding to inquiries , forwarding financial documentation – 2 hours per month (30 minutes/week)
 - Occasional website postings – 2 hours per month (30 minutes/week)
 - Miscellaneous duties – 1 hour per month
- Total approximate commitment – 7 ½ hours per month**

1. Website content:

The website chair, based on experience, is be responsible for major content and website organization.

- a. Adding pages to the website as needed
 - b. Posting important news – Chair is responsible for posting high-interest local, regional and national RID news on the home page. News items should originate from board members.
 - c. Maintain the online membership directory and organizational member list (data from Membership Committee)
 - d. Posting reports – each board and committee chair position is responsible for posting reports. Training should be provided annually and as needed. See PPM for technical training documents.
 - e. Events Calendar - Posting events: Adhere to the SCRID Promotion Policy
- #### 2. Google apps and email
- a. Google account Super-administrator for www.SCRID.org
 - i. Gmail
 - ii. Calendar
 - iii. Chat/video conferencing/hangouts
 - iv. File storage/sharing