

Assistant Listserv Manager

1. **Purpose:** Assists the Web Communications Manager in administering the Society's listserv.
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 listserv guidelines;
 - ii. adds and deletes listserv members;
 - iii. monitors listserv for inappropriate content; and
 - iv. monitors grammar, typos, inactive links, and other errors across platforms.
 - b. Contributes to the Web Communications Manager's Executive Board reports.

Approved by the Executive Board: June 10, 2013