

## **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. adds, removes or edits website content; and
    - iii. monitors grammar, typos, inactive links, and other errors across platforms.
  - b. Contributes to the Web Communications Manager's Executive Board reports.
  - c. Manages specific aspects of web-based communications, such as the Society's Facebook or LinkedIn presences.

Approved by the Executive Board: June 10, 2013