

Web Communications Manager

1. **Purpose:** Serves as administrator for the organization's web-based communications.
2. **Term of Office:** 3 years. Appointed.
3. **Voting Status:** Ex-officio. Non-voting.
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, listserv 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limited to: monitoring storage usage; developing consistent file systems; ensuring access to current files; removing outdated files; managing administrative and user privileges; maintaining subscriber lists; and monitoring posted content.
 - d. Keeps track of web usage statistics.
 - 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. With Membership Chair, conducts 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 or Assistant Listserv Manager to serve as an apprentice. (*Duties for the Assistant Web Manager and Assistant Listserv Manager are outlined in a separate document.*)

Approved by the Executive Board: June 10, 2013