

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