

**Committee Chair
Chapter Web Site Committee
Job Description**

Position:	Chapter Web Site Committee	
Purpose:	Maintenance and upgrade of chapter web site	
Committee Size:	Chair plus 2-3 additional members	
Term of Service:	1 Year (April 1 – March 31)	
Oversight by:	Board of Directors	
Records Retention:	<u>Item:</u> Copy of web site files (in current state) as backup	<u>Retention Period:</u> 7 years
Duties of the Committee:	<ul style="list-style-type: none"> • Maintain and upgrade the chapter’s web site as needed or deemed appropriate. Routine function of the committee is to continuously update the site with the most current information. This includes: <ul style="list-style-type: none"> Calendar information Vendor sponsor advertisements Individual member information Posting Board and Chapter meeting minutes Maintenance of speaker evaluation forms and other information for use of the chapter’s members. • Oversee periodically the complete overhaul and redesign of the entire site as a special project • Assign duties for site maintenance and revision to committee members as necessary • Provide the membership with a prototype of planned website design changes prior to implementation 	