

# **Webmaster**

**Position Summary:**

The Webmaster is responsible to identify, implement and maintain a fully functional website with content, features and other technologies that will support board goals and improve member services.

**Term:** One year; appointed by the VP for Marketing and Communications; position can be renewed or changed, as necessary, at the discretion of the Chapter Board.

**Time Commitment:** 9-11 hours a month

Estimated Time Requirements per month:

* Attend Marketing and Communications Committee meetings: 1 hour
* Manage all website requests: 8-10 hours

**Responsibilities:**

* Support board and chapter functions by providing web pages, publishing interface, surveys, discussions, webinars, online-forms, e-commerce and other features as appropriate.
* Maintain Home page and update as needed
* Add/update content to website as needed
* Provide help in accessing and navigating website
* Train board members on how to use the site to accomplish their board responsibilities.
* Act as point of contact and liaison with website host
* Design annual budget for Technology function; audit income/expenses monthly to ensure chapter's sound financial status.
* Research, develop and facilitate the sourcing of new ideas and concepts for using technological innovation to deliver enhanced services to members.
* May be asked to write articles for newsletter
* Monitors website for continuity and appropriate use
* Attend Marketing and Communications Committee meetings on a monthly basis
* Provide updated to the VP for Marketing and Communications to report to the Chapter Board

The positions that the Webmaster is supported by:

* Vice President for Marketing and Communications
* Newsletter Editor
* President

**Qualifications:**

* Basic skills in website management and willingness to learn Wild Apricot web platform skills
* Skilled in written and verbal communication, personal interaction and problem-solving
* Ability to plan, organize and execute activities as required by the position
* Ability to complete projects within established timeframes
* Ability to seek others out as volunteers
* Member in good standing of the local chapter

**ATD Resources:**

[Chapter Coach](http://www.astd.org/membership/ChapterLeadership/ChapterServicesDepartment/)

[National Advisors for Chapters (NAC)](http://www.astd.org/membership/ChapterLeadership/ChapterCommittees/National%2BAdvisors%2Bfor%2BChapters-NAC.htm)

[Chapter Affiliation Requirements (CARE)](http://www.td.org/Members/Chapters/Chapter-Leader-Community/Chapter-Administration)

[Sharing Our Success (SOS)](http://www.astd.org/membership/ChapterLeadership/ChapterRecognitionPrograms/sharingOurSuccess.htm)

[Chapter Leader Community (CLC)](http://www.astd.org/membership/ChapterLeadership/ChapterRecognitionPrograms/sharingOurSuccess.htm)

[Leadership Connection Newsletter](http://www.astd.org/membership/resourcesForChapterLeaders/ChapterLeadership/Resources/LCN.htm) (LCN)

[Toolkits](http://www.astd.org/membership/ChapterLeadership/Resources/Toolkits/)

[ATD Leadership Institute (ALI)](http://www.astd.org/membership/ChapterLeadership/LeadershipDevelopmentPrograms/ASTD%2BLeadership%2BInstitute%2B%28ALI%29.htm)