

WEB ADMINISTRATION DIRECTOR

Function

Maintain chapter website.

Responsibilities

1. Act as liaison to the web design firm that updates the EIHRA website.
2. Research and recommend cost-efficient web hosting on an annual basis.
3. Provide timely information to the web design firm for editing web pages, posting PDF files, creating new links, posting SHRM and chapter information, etc. as needed to insure website is kept current.
4. Respond to member questions and problems regarding web site.
5. Test and monitor web site to ensure stability and functionality.
6. Work with all members of the Board of Directors to insure all information on the web site is current and accurate.
7. Research new ways to improve website; e.g. on-line membership renewal, meeting registration, vendor advertising, posting job openings, etc.
8. Create, as needed, web-based response forms for surveys, etc.
9. Attend 75% of Chapter and Board of Directors meetings.
10. Provide a monthly report to be included in the packet sent to all board members in preparation for the monthly board of directors meetings.
11. Serve on various Chapter event committees, as needed.
12. Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
13. Represent the chapter in the human resources community.
14. Complete other assignments as requested by the President or the Board of Directors.

Requirements

Chapter member in good standing.

Term

Two years and three months

Created 08-18-06

Updated 10/2006; 02/2009