

WEB MASTER

Position Summary:

Create and/or maintain chapter web site.

Responsible To:

The members of the chapter
The chapter president

Responsibilities:

- Post SHRM and chapter information as needed to keep web site current.
- Respond to member questions and problems regarding web site.
- Test and monitor web site to ensure stability and functionality.
- Communicate with chapter board of directors to make sure all information on the web site is current and accurate.
- Create, as needed, web-based response forms for surveys, etc.
- Attend all monthly membership and board of directors meetings.
- Assist with coordinating speakers and topics for programs.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.

Resources Available:

- SHRM supplies the following resources for chapter web masters
 - Chapter Best Practices
 - Chapter Position Descriptions
 - Chapter Web Site Toolkit
 - SHRM-Approved Graphics for Chapters
 - SHRM Graphics Standards Manual for Affiliates
 - Fundamentals of Chapter Operations
 - And MUCH MORE...available online at www.shrm.org/vlrc