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| Web Master | Non-Voting Member | Position Type: | Appointed |
| Monthly Time Commitment: | 6 hours | Length of Term: | 2 years |
| Job Description | | | |
| <p>JOB PURPOSE: The Web Master is responsible for implementing and maintaining an up-to-date, informative and technologically innovative Chapter web site in which are housed applications and content created by the Board in the pursuit of Chapter goals.</p> <p>JOB RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Update Chapter website through web content management system per Board member requests, including but not limited to: monthly newsletter, job postings, Chapter events, and other announcements; • Monitor and investigate technologies, procedures or standards that arise or that are brought to the attention of the Board members; • Perform periodic backup of all content and software comprising the Chapter Web site; • Maintain and use a listing of members and associates of the Chapter, to be provided by the Membership Director, to disseminate information, as requested by the Board, to specific sub-groups; • Regularly monitor incoming Chapter email messages, received at Chapter website email account; • Develop and ensure the Website Maintenance Guide; • Prepare and provide annual budget numbers to the Treasurer. <p>General Board Responsibilities: In addition to the specific roles and responsibilities listed above, each Board member is responsible for adhering to the Code of Professional Responsibility and maintaining the values of the Chapter and ARMA international. More specifically, each Board member is also expected to:</p> <ul style="list-style-type: none"> • Attend all Board meetings, contributing to and voting on as many matters as possible. Attendance may be in person, video conference or call-in, if that is an available option. • If unable to participate in the meeting, the President and/or Secretary will be notified and a report will be given prior to the meeting. • Keep other Board members apprised of plans, activities and absences; • Be a spokesperson and advocate for the Board; • Actively promote the Chapter and professional RIM practices; • Communicate courteously and constructively with other Board members and with members encountered in any circumstance; • Create opportunities to encourage members to assume additional responsibilities, including assumption of a role on the Board. • Manage their email inbox and respond to members and other stakeholders in a timely manner, as required; • Recommend long and short-term goals to meet member needs in accordance with the Chapter's strategic plan; • Prepare information for the Annual Report; • Update procedure documentation for assigned role for Board member approval; • At the end of each term of office, deliver all books, papers, records and other property of the changer for which he/she is or may become responsible to the Board Secretary and/or or to his/her successor in office. | | | |
| Effective: | June 12, 2018 | Last Revised | April 12, 2012 |



TWIN CITIES ARMA