



RUM RIVER CHAPTER AACN

Job Description

Title: WEBMASTER

Two year position – APPOINTED POSITION

Responsibilities:

1. Serve as Webmaster for the Chapter.
2. Pay biannual fee to Dot5hosting (website)
3. Maintain and update the website at least every two months
 - a. Current RRC board members, with pictures if available
 - b. Upcoming Chapter educational events
 - c. Chapter newsletter
 - d. Chapter announcements
4. Maintain and update Board-access only section of website
 - a. Chapter documents
 - b. Position descriptions
 - c. Policies and Procedures
 - d. Templates
 - e. Historical record of chapter activities
5. Manage Pay pal activities
 - a. Receive and record all funds for the Chapter, depositing same promptly in designated bank account.
 - b. Generate and review pay pal account transaction records quarterly (September, December, March, and May) and after each profit- generating educational activity with Treasurer
6. Attend all Board meetings as voting officer

Revised/Reviewed: 8/2007; 5/2009; 8/2010

Board Approved: 8/2010