

## WEBMASTER

### Position Summary:

Create and/or maintain Chapter web site.

### Responsible To:

The members of the Board of Directors and Chapter  
The Chapter President

### Responsibilities:

- Procure and maintain a third party web server and domain name registration. Ensure invoices are promptly paid.
- Develop and maintain web site and uploads site to web server.
- Edit web pages, post PDF files, create new links, 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.
- Periodically review and update SHRM, NHRMA, etc. graphics and other applicable information.
- Periodically review and update local Chapter program, meeting, newsletter, addresses, etc. type of information.
- Participate in the development of short-term and long-term strategic planning for the Chapter.
- Represent the Chapter in the Human Resources community.
- Attend all monthly membership and Board of Directors meetings.

### Requirements:

Must be a SHRM member in good standing  
Must be literate in HTML, FTP, and web editing tools.

### Resources Available:

- SHRM supplies the following resources for Chapter Webmasters
  - Chapter Best Practices
  - Chapter Position Descriptions
  - Chapter Web Site Toolkit
  - SHRM-Approved Graphics for Chapters
  - SHRM Graphics Standards Guide
  - SHRM Leaders Guide
  - And MUCH MORE...available online at <http://www.shrm.org/Chapters/resources/chaphelp.asp>