



MOAA Ark-La-Tex Chapter Board Position Description

Title: Webmaster

Importance of Position: Since the MOAA membership target demographic (nationally and at the local level) are becoming more computer literate, the Chapter website has become the defacto 'face of the Chapter' and as such, needs to project a 'cutting edge look and feel' to site visitors.

General Expectations:

- Current member of MOAA and of MOAA Ark-La-Tex Chapter.
- Aware of the Ark-La-Tex MOAA Chapter by-laws and Strategic Plan.
- Attend 85%-100% of Board meetings.
- Prepare and submit budget input as needed.

Position Qualifications:

- Must be extremely computer knowledgeable.
- Degree in Computer Science (with emphasis on website design) highly desirable.
- Strong knowledge of current webpage design technologies along with familiarity with Dreamweaver (or other website design tools) required.

Responsible to: Chapter President

Major Responsibilities:

- Maintain Chapter website so that it is current and accessible to Chapter membership and the general public.
- Update the website on an as-needed basis to insure content is current and accurate.
- Upload Chapter Newsletter (*Observer*) in pdf format to the website each month.

Training/Preparation: Proof of website design capability is required.

Average Time Commitment: Five to ten hours per month to maintain site - redesign time may significantly increase this requirement.

Measures of Success:

- Actively used by members/general public to communicate back to the Chapter leadership and used by the Chapter leadership to communicate to the members and potential members of Ark-La-Tex MOAA Chapter.
- Chapter wins Large Chapter Website Award each year
- Complete all action steps, as assigned, in the chapter Strategic Plan

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Date Revised: