

WEB MASTER Roles and Responsibilities

1.0 OFFICE AND TERM

- 1.1 The Webmaster is a non-voting member of the Executive in a Director role.
- 1.2 The term of webmaster is two years.
- 1.3 This position is elected at the Spring Annual General Meeting.

2.0 SCOPE

- 2.1 Maintain Local Section website.
- 2.2 Liaise with Executive members as to content requirements, particularly with Newsletter Editor and Membership Director.
- 2.3 Where directed by the Executive, conduct bulk e-mail notices to the membership regarding topics of interest.
 - 2.3.1 Work with the membership director to ensure e-mails are sent to correct e-mail addresses and current members.

3.0 RESPONSIBILITIES

3.1 Maintain Local Section Website

- 3.1.1 The Webmaster must be familiar with design for the internet and should also be familiar with graphic design. They should also keep current with changes to internet design.
- 3.1.2 The Local Section website should be topical and easy to navigate and should not be difficult to “load”; i.e., the latest design techniques should not necessarily be used in the design of the site. The site must be usable by current popular browser programs.
- 3.1.3 The Webmaster must have the capability of uploading materials to the domain hosting service.
- 3.1.4 The Webmaster will regularly check the Local Section e-mail and will respond/forward inquiries/comments to the appropriate party.
 - 3.1.4.1 The webmaster can set-up individual executive members to individually receive the appropriate e-mails.
 - 3.1.4.2 The webmaster will change the parties that receive these e-mails when the executive members change roles.
- 3.1.5 The Webmaster will ensure that the AIHA National website has up-to-date linking information.

- 3.1.6 The Webmaster will be the contact person for the domain host (Telus or equivalent), the domain registration service (Internic or the Canadian equivalent) and if taking over the position from a previous person ensure that all contact information is changed and up-to-date.
- 3.1.7 The webmaster will ensure the domain host is set-up to allow changing of the website into the future when roles change (i.e. if webmaster changes, the ability to change the website can be conferred onto a new party).
- 3.1.8 The webmaster will work with the executive to have the website act as the storage location for important executive documents to allow easy transitions for new executive members.

Liaise with Executive

- 3.1.9 The website is an extension of the Executive and the activities of the Local Section and should therefore reflect this. The Webmaster will liaise with all Executive members in receiving and posting information that the Executive determines should be on the site.
- 3.1.10 The Webmaster will also provide direction to the Executive regarding the site including a yearly review of costs/benefits.
- 3.1.11 The Webmaster will liaise with the Newsletter Editor to ensure the latest version of the newsletter is on the website. The website should act as an archive for past newsletters.

3.2 Conduct Mass E-mail Sends to Membership

- 3.2.1 Where directed by the Executive, the Webmaster will conduct bulk e-mail notices to the membership regarding topics of interest, notices, etc. The Webmaster will work to ensure this can be conducted effectively.
 - 3.2.1.1 The webmaster is not solely responsible for sending e-mails to the membership. This can be conducted by other members of the executive as directed by the executive.
- 3.2.2 The current policy for mass e-mail is that all notices will contain a message informing the membership that they may have their address removed from such mailings at any time.

4.0 COMPENSATION

- 4.1 The Webmaster shall receive no direct monetary compensation for their work. In addition the Webmaster will not, through use of on-line advertising, selling of membership lists, etc, obtain monetary or other compensation from an external source for work or material generated by their duties as Webmaster.
- 4.2 In return for their work, the Webmaster shall have their yearly membership fee waived.

- 4.3 At the discretion of Executive, the Webmaster may also have fees for Symposia, Technical Sessions or other events waived.