

Website Chair (Appointed)

Term: One year

Time Required: 3-5 hours per month

Responsibilities:

- Maintain Branch website to ensure content is up-to-date in coordination with the Communications Chair
- Maintain contact with AAUW National web hosting resources and update website accordingly
- Connect periodically with Branch content providers to assure accuracy and usefulness of website content
- Maintain Branch homepage and Google calendar
- Coordinate with Directory Editor to assure timely updates of online member directory
- Keep track of activities and update the Operations Manual as needed

Qualifications:

- Working knowledge of WordPress and Google calendar
- Ability to interact with Branch leadership and various committees to assure that content is up to date
- Ability to interact with AAUW National website resources