

2025

### Website Chair (Appointed)

Time Required: 5-6 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 including calendar assuring the monthly programs are promoted
- Coordinate with Directory Editor to assure timely updates of online member directory

#### Qualifications:

- Working knowledge of WordPress OR hire a resource with WordPress expertise. Board has allocated budget.
- Attend monthly board meetings to assure working knowledge of programs and future plans are promoted on website in a timely manner.