



**American Association of University Women
Lake/Sumter Branch, Inc.**

WEBMASTER

AUTHORITY

This position is under the Director of Communications.

GENERAL

- Maintain website, updating information and redesigning as needed.
- Submit website traffic reports monthly to Dropbox designee in preparation for Board meetings.

TASKS

- Update homepage at least monthly, if not more frequently.
- Update Member Directory and post to Members' Pages as needed.
 - Send a welcome message to new members, sharing the Members' Pages password and requesting completed contact information and a headshot photo, if needed.
- Update information in Members' Pages and Board Handbook at least annually, with change of leadership.
- Update other content as needed and requested by leadership.
- Monitor "Contact Us" messages and forward to appropriate person (if you can't answer the question yourself).
- Notify Branch leadership about dates and costs for renewing website hosting and domain name.
- Redesign the site, as needed.

TIMELINE

- *Summer to fall:* Consult with the Co-Presidents to develop the content for the Members's Pages to reflect new leadership.
- *Ongoing:* Update website content and redesign, as needed.

NOTE: The outgoing webmaster will work with the incoming webmaster to facilitate her familiarity with the wix.com system for editing the site. In the future, it would be most helpful to have a co-webmaster or a back-up person who also knows how to edit the site.