



VOLUNTEER POSITION DESCRIPTION

Website Chair

The Website Chair is appointed by the President to serve a one-year term, voluntarily entered into each year. He or she services as a member of the Executive Board and provides services to the members of the organization by maintaining and updating the Association's Internet site.

RESPONSIBLE TO

The members of BV-SHRM
The President of BV-SHRM
The Executive Committee of BV-SHRM

RESPONSIBILITIES

- Maintains a current active BV-SHRM membership.
- Maintains and updates the BV-SHRM website on daily/weekly/monthly basis.
- Actively promotes BV-SHRM in the community.

REQUIREMENTS

- Must be a BV-SHRM member in good standing appointed by the President.
- Be able to attend majority of monthly membership meetings.
- Be able to attend majority of monthly Executive Board meetings.
- Above average organizational skills.
- Experience with e-mail, word processing spreadsheets, HTML JPEG, GIF, and FTP.

ESTIMATION OF VOLUNTEER HOURS

- 9.5 hours per month
 - 2.0 hours for monthly BV-SHRM luncheon.
 - 1.5 hour for monthly executive board meeting.
 - 1.0 hour for emails, discussions, correspondence on BV-SHRM business.
 - 5.0 hours updating and maintaining (maybe more initially until comfort level is reached).
- ½ Day Executive Committee Planning Session in January annually.