

## **WEB MASTER WINONA AREA SHRM**

### **Position Summary:**

Create and/or maintain chapter web site.

### **Responsible To:**

The members of the chapter  
The chapter President

### **Requirements:**

- Must be literate in HTML, FTP, and web editing tools.
- Chapter member in good standing. Must be a national member of SHRM for entire term of office.

### **Term of Office:**

- The term for this position is January 1<sup>st</sup> through December 31<sup>st</sup>. Consecutive term may be held with no term limit.

### **Responsibilities:**

- Procure and maintain a third party web server and domain name registration.
- Develop and maintain web site and uploads site to web server.
- Edit web pages, post PDF files, create new links, post SHRM and chapter information as needed to keep web site current.
- Respond to member questions and problems regarding web site.
- Test and monitor web site to ensure stability and functionality.
- Communicate with chapter board of directors to make sure all information on the web site is current and accurate.
- Create, as needed, web-based response forms for surveys, etc.
- Attend all monthly membership and Board of Directors meetings.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.

### **Resources Available:**

- SHRM supplies the following resources for chapter web masters
  - Chapter Best Practices
  - Chapter Position Descriptions
  - Chapter Web Site Toolkit
  - SHRM-Approved Graphics for Chapters
  - SHRM Graphics Standards Manual for Affiliates
  - Fundamentals of Chapter Operations
  - And MUCH MORE...available online at [www.shrm.org/vlrc](http://www.shrm.org/vlrc)