

# Board of Director Functions ASTD/Rock Valley Chapter

## WEB ADMINISTRATOR

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**PURPOSE:** To Collect, Organize, Format and Distribute Chapter Information using Internet Tools and Resources.

**REPORTS TO:** President

**INTERACTS WITH:** President, Programs, Newsletter

**TERM:** One Year - August 1 to August 1

**SUPERVISES:** Support managers and committee chairs as required by the position

### **RESPONSIBILITIES:**

1. Collect Chapter information from Secretary, Programs and Alliance Partners
2. Format and post information to web site.
3. Manage online discussion group and permissions

### **QUALIFICATIONS:**

1. Time available to attend Board meetings, Chapter meetings and other functions as required by the position.
2. Familiarity with HTML applications, web graphics applications, FTP, access to a computer that can run those applications, and access to the Internet.
3. Ability to positively represent the Chapter to prospective and present members.
4. Access to an email account that can be used for Chapter discussions and distribution of updates.