

WEB CHAIR

Position Summary:

Involved with the maintenance and general administration of the chapter website.

Responsible To:

The members of the chapter
The chapter president

Responsibilities:

- Maintain a third-party web server and domain name registration.
- Develop and maintain website 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 the website.
- Test and monitor the website to ensure stability and functionality.
- Communicate with the chapter Board of Directors to ensure all information on the website is current and accurate.
- Create, as needed, web-based response forms for surveys, etc.
- Attend all monthly membership and Board of Directors meetings.
- Assist the Communications Chair with social media posts on VSHRM's Facebook and LinkedIn accounts
- 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.

Requirements:

- Must be literate in HTML, FTP, and web editing tools.
- Must have experience with posting to various social media channels.

Resources Available:

- SHRM supplies the following resources for chapter webmasters
 - 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