

## **WEB CHAIR**

### Position Summary:

Involved with the maintenance and general administration of the chapter web site.

### Responsible To:

- The members of the chapter
- The chapter President

### Responsibilities:

- 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 ensure 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.
- 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 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)