

WEBMASTER Chair

The Webmaster serves as the primary contact for all aspects of the organizations website(s), handling a range of responsibilities that may include web design and development, routine site and content maintenance, and various updates to ensure sites align with the goals and objectives of the company.

Responsible To:

- The chapter president
- The members of the chapter

Responsibilities:

- Serves as the primary contact for all aspects of the organizations website(s).
- Develops and maintains internet and intranet portals, forms, and structures in accordance with the organizations needs; collaborates closely with MIS/Database Manager, Communications/Public Relations Director, Human Resource Director, Operations Director, and others invested leadership staff.
- Encourages and facilitates consistent, creative, and unified web design across the organizations web properties.
- Maintains and documents ownership of SRM LVC internet domains.
- Assists Board with use of company websites through one-on-one support, user guides, and training sessions.
- Ensures ORGANIZATION with company policies, procedures, and ethical standards; software licenses; and applicable state and federal laws and regulations including data security, privacy, and intellectual property laws.
- Maintains current knowledge of best practices and emerging developments in web design, web development, and technology.
- Performs other related duties as assigned.