

WEB ADMINISTRATOR

The chief function of the GAWN Web Administrator is to update and maintain the GAWN website using content provided by other board members. Attendance at all luncheons and board meetings is expected.

Monthly Luncheon Meeting

BEFORE:

- Send e-mail blast announcing luncheon on the first day of each month and the Wednesday before the luncheon.
- Create events on website as needed using content provided by Programs and Social Media Manager.
- Update website to include upcoming speaker using bio and photo provided by Programs.
- Gather information to update:
 - Member announcements,
 - Monthly programs (including writeup created by Programs)
 - Workshops or special events
 - Member spotlights
 - “Members in the News” articles

DURING:

- Assist guests and members with introductions.
- Provide assistance as necessary.

Monthly Board Meeting

BEFORE:

- Prepare a report of website updates or issues and submit to chair by the Sunday before the meeting.

DURING:

- None.

AFTER:

- None.

OTHER ANCILLARY DUTIES

- Be “on call” for troubleshooting issues that members may have with the website (for example, if a member forgets their password and cannot log in to gawn.org).
- Get upcoming speakers from Programs to show on the future schedule.
- Post new information to site or make minor changes as needed.
- Work with the *ad hoc* website subcommittee to resolve or discuss issues or new ideas.

- Renew domain name as needed.
- Maintain paid ads on website as appropriate.
- Add community and professional events to website calendar.
- Add administrative privileges to the site for new board members.
- Update the Chair's welcome letter each July.
- Ensure that current headshots for all board members are posted.