

WEBSITE ADMINISTRATOR

The chief function of the GAWN Website Administrator is to update and maintain the GAWN website using content provided by other board members; to create and curate content; and to publicize GAWN's mission and events.

MONTHLY LUNCHEON MEETING

BEFORE:

- Schedule e-mail blast announcing luncheon on the first day of each month and the Wednesday before the luncheon.
- Create events on website as needed.
- Update website to include upcoming speaker using bio and photo provided by Program & Events Coordinator.
- Gather information to update:
 - Member announcements,
 - Monthly programs (including write-up created by Program & Events Coordinator)
 - Workshops or special events
 - Member spotlights
 - "Members in the News" articles
- Submit meeting information to appropriate news agencies for advance publicity and solicitation of new members. The following are a few examples; however, other options should be explored, advised by Board and completed:
 - Community Events Calendar - Greater Gainesville Chamber of Commerce
 - GAWN Meetup Group
 - Gainesville City Lifestyle
 - Mainstreet Daily News
 - Public Service Announcements (PSA's) to Radio and TV Stations

DURING:

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

AFTER:

- Update and maintain spotlight winners section of the website.

MONTHLY BOARD MEETING

BEFORE:

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

DURING:

- Present reports.

AFTER:

- Add any new board member bio and headshots to the website.

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 Program & Events Coordinator to show on the future schedule.
- Post new information to site or make minor changes as needed.
- Renew domain name as needed.
- 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.
- Collect various testimonials along with a headshot photo of various members to display on website