



Position Description

WEB CHAIRPERSON

SUMMARY OF RESPONSIBILITIES:

Oversee and manage the chapter web site informational, marketing and public relations activities of the chapter. Assist the Communications Director to promote Internet information for membership. Actively seeks new ways to promote chapter Internet activities.

TIME COMMITMENT:

Attend the monthly board meetings and chapter meetings (four hours per month). Coordinate web activities as necessary (up to five hours per month).

SPECIFIC DUTIES:

1. Maintains and/or oversees chapter web site.
2. Coordinates with Communications Director to update web site monthly with Chapter Connection, election results, and other chapter activities or information.
3. Edits and updates the web as directed by the President and/or board.
4. Seeks ways to improve and expand web capabilities.
5. Posts and updates calendar of events.
6. Posts monthly board minutes on web site.
7. Checks e-mail messages and forwards to appropriate person.
8. Posts services and benefits of EHRA membership. Posts information needed to join chapter.
9. Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
10. Responsible for posting advertisements from web site sponsors and coordinating with Finance Chairperson regarding web site sponsors.
11. Maintain current active SHRM membership for entire term of office; if requested EHRA will pay for annual SHRM membership in lieu of registration at IN State Conference or Local Conference as a benefit for serving on the board.
12. Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
13. Attends all board and chapter meetings.
14. Represents the chapter in the human resources community.