

Website Coordinator

Overall Duties

- maintain society website with current info provided by VP_Programming, VP-Special Events, other board members and committee chairs
- ensure that the hosting service (currently eHosts) and domain name (held at GoDaddy) are paid for annually
- photograph or find a replacement to photograph meetings and events; post pics as appropriate
- maintain a society presence on Facebook
- maintain the email accounts associated with the society website

General Information

- coordinator of a standing committee and member of the Board of Directors
- appointed by the Board of Officers during the annual transition process
- length of term is two years; may be appointed for a second term if desired
- email address: webcoordinator@loosebeadsociety.org

Common Duties and Procedures

- Attend board meetings and member meetings.
- Track volunteer hours of members (including self) for all meetings, events, and activities involved with position. Submit lists of names and hours to the Secretary on a monthly basis.
- Submit timely Revenue and Expenditure forms to Treasurer for all revenues and expenditures associated with your position and/or committee.
- Save copies of paperwork (either hardcopy or electronic) associated with your position including meetings, events, and activities to be passed along to the next person in your position.