

Website Coordinator

Overall Duties

- Maintain LBS website with current info provided by VP-Programming, VP-Special Events, other board members and committee chairs.
- Ensure that the hosting service and domain name (held at JustHost) are renewed appropriately.
- Act as administrator or co-administrator on the LBS Private Facebook page.
- Maintain the forwarding e-mail data on JustHost associated with the society website.
- Manage the Square on-line purchasing website.

General Information

- Is a member of the Information Coordination Committee and reports to the Committee Chairperson.
- Email address: webcoordinator@loosebeadsociety.org

Common Duties and Procedures

- Attend board meetings (as appropriate) and membership meetings.
- Submit timely Revenue and Expenditure forms to Treasurer for all revenues and expenditures associated with the position and/or committee.
- Save copies of paperwork (either hardcopy or electronic) associated with the position, including meetings, events and activities to be passed along to the next person in the position.