

## SCMM Web Coordinator Job Description

### I. Purpose

The Web Coordinator facilitates the Meeting's electronic communications by providing technical administration and maintenance of the Meeting's Wix-based website and email listserv. The Web Coordinator ensures that online information and resources are current, that Meeting guidelines on electronic communications are observed, and that members and attenders have appropriate access to the Meeting's electronic resources.

### II. Term Length

Term length is for one year, June through May, following the Meeting's nomination schedule. Terms are renewable.

### III. Membership Requirements

With primary responsibility for adding people to the Meeting's email listserv, the Web Coordinator should be an active member or attender who is familiar with other Meeting members and attenders. Other members of the committee can help in this regard.

### IV. Desirable Qualifications

The Web Coordinator must have a basic understanding of (or be willing to learn) how to maintain Wix webpages and the Meeting's list serve program.

### V. Responsibilities

- Maintain the Meeting's website, updating it as needed, including newest version of job descriptions and (once approved) the final Meeting for Business minutes.
- Maintain the Meeting's online calendar
  - Serve as the contact person for requests to calendar Meeting events.
  - Post Meeting's activities and events, in addition to College Park Quakerly Meetings, annual gatherings of Pacific Yearly Meeting and Friends General Conference.
  - Post a summary list of events for the upcoming month above the online calendar.
- Timely respond or re-direct, as appropriate, submissions to the online Guest Book.
- Assist members and attenders with accessing and posting to the Meeting's listserv.
- Annually produce Advices & Queries rota for committees; then send reminder to committee clerk two months before committee's assigned A&Q day (when that committee will read A&Q aloud during worship hour and read committee's reflections during Meeting for Business).
- Coordinate with the incoming Web Coordinator to transfer the relevant information at the end of the term, including passwords, site tools, processes, pending to-do items, and training needs.