

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 web site 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 how to maintain flat HTML webpages.

V. Responsibilities

- Transition with outgoing Web Coordinator at the start of the term.
- Update the Web Coordinator email address in the mail-to link on the homepage.
- Ask the out-going Web Coordinator for any assistance.
- Make sure that all of the relevant information has been passed on.
- Maintain the Meeting's website, updating it as needed.
- Make sure the website accurately reflects Strawberry Creek Meeting.
- Store updated Job Descriptions (and other documents as needed) as PDF files on the website for easy access.
- Assist members and attenders with gaining access to the Meeting's listserv.
- Be a contact for members who want to post information on the listserv.
- Coordinate with the incoming Web Coordinator and Clerk of the Communications Committee to transfer the relevant information at the end of the term, including passwords, site tools, processes, pending to-do items, and training needs.

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