



Job Description – Website Committee Chairperson

Reporting to: Executive Committee
Working with: Website Committee Newsletter/Flyer Rep, Website Committee Communications Rep, Website Committee Legislation Rep, Website Committee Industry Rep
Term: January – December

Job Function:

The main job function of the Website Committee Chairperson is to administer and organize content on the chapter website. Additionally the Website Committee Chair is responsible for the reporting of the activities and financials of the committee.

Job Responsibilities:

- Attend meetings with the Chapter Executive to report committee activities
- Organize and Chair Website Committee meetings
- Ensure website and committee activities stay in line with the recommendations made by ASIS International in their chapter website guidelines
- Liaise with and manage the services of the web hosting company
- Liaise with and manage the services of the web development company
- Initiate and project-manage the re-development of the website in 2008
- Plan and report on website re-development project milestones to Executive Committee
- Ensure that the design of the website continually adjusts to suit the chapter requirements
- Ensure that the website accurately reflects the activities and events of the chapter
- Work with Communications Rep to ensure that chapter mailing list is accurate and used for chapter appropriate communication only
- Ensure content from Newsletter, Industry and Legislation Reps is adequately represented on the website
- Communicate with all other Committee Chairs to ensure that web content is accurate and up-to-date
- Communicate with the Website Committee Newsletter Rep so the appropriate flyer can be created for distribution and posting on the website
- Reports costs to the Chapter Treasurer, so approved expenses can be paid
- Review and update associated job descriptions on a semi annually basis

Created: December 2007
Revised: