



Job Description – Website Committee Industry Rep

Reporting to: Website Committee Chairperson
Working with: Website Committee Newsletter/Flyer Rep, Website Committee Communications Rep, Website Committee Legislation Rep
Term: January – December 2008

Job Function:

The main job function of the Website Committee Industry Rep is to gather information relating to the activities and events or other Industry associations.

Job Responsibilities:

- Stay abreast of the events and activities of other Industry associations (i.e. CSIS, CANASA, TAOL, HTCIA, RCC, CPIO, ACFE, etc.)
- Attend meetings with Website Committee
- Monitor major changes within the industry such as acquisitions and large projects/contracts
- Maintain contact with industry publications
- Maintain continual communication with Website Committee Legislation Rep
- Provide concise industry updates to Website Committee Chairperson and Newsletter/Flyer rep for distribution to membership
- Participate, when requested by, or in conjunction with, the Chapter Chairperson, in any industry association organized panels or meetings to represent the chapter
- Report any financial requests to the Committee Chair for approval
- Submit approved financial records to the Committee Chair for processing

Created: December 2007

Revised: