

USA Alumni Association Job Descriptions 5/2017

Non-Voting Assistants: **Website Manager**

- Term: life, until resignation
- Position Appointment: Nominated by President or Communications Dir. and voted in by Executive Committee
- Voting Power: none
- Resignation: 6 months prior to official end-date, to train successor, when able.
- Structure: Takes direction from the Communications Director and is responsible to keep him/her informed.

Website Manager's Responsibilities include, but are not limited to:

1. Sets up, designs and builds the Alumni Tab on the Academy's website.
2. Provides technical assistance and troubleshooting assistance to the Alumni page.
3. Places given information onto website in a timely manner.
4. Updates site as necessary as directed by Communications Dir.
5. Manages and works with the Academy Liaison for uploading of Memoria's and photos each year.
6. Uploads ReEchoes and Executive Committee public minutes, as directed.
7. Chooses an assistant for coverage and trains them for backup.
8. Keeps a log-book, diary, or file/e-file of the website's process and changes/dates and key contact persons and information.
9. Trains successor for six months prior to a resignation end-date, when able.
10. Has the power to develop his/her own volunteer(s) and structure to meet the above duties in a timely manner.
11. Be available to do miscellaneous duties, as requested by the Communications Director.