

## **Appointed Position Description: Website Editor, AAUW Amador Branch**

**Overview of the position:** The Website Editor is responsible for managing the Amador AAUW website, [aauwamador.org](http://aauwamador.org). The website will inform both Branch members and the community about AAUW activities and events. The Website Editor will make certain that contents of the website are timely, easily accessible, consistent with the AAUW Mission and protects member privacy. The Website Editor will communicate needed changes to the contracted website designer.

### **Overall responsibilities:**

The Website Editor will oversee the creation and maintenance of the Website in a manner that serves to:

- Inform members of all AAUW activities to include, but not limited to, the annual, general and board meetings, sponsored events, and interest groups via the calendar.
- Enhance member communication by providing updated email addresses, home addresses, and phone numbers, *in a member only*, protected site.
- Reach out to prospective members.
- Inform members of the community about, and invites them to, Branch activities and events that are open to the public.
- Ensures the information on the following items and their links are accurate and timely:
  - 1) Home page with links to: current officers, Charter members, Past Presidents, National/State information, EF, EF honorees, LAF.
  - 2) Calendar( Non AAUW related information as approved by the Board)
  - 3) Programs
  - 4) Home Tour
  - 5) Scholarships with applications and past recipients
  - 6) Membership with application
  - 7) Photo Gallery
  - 8) Newsletter (edited by the Newsletter Editor for confidentiality)

- 9) Members Only with links to the Bylaws, Policies and Procedures, Position Descriptions, and protected directory.

The Website Editor is required to seek board approval for all major changes.

The Website Editor is responsible for:

- Requesting written information updates from Board members, when necessary.
- Ensuring the website is noted on all Branch published materials.
- Reviewing site pages with changing information on a monthly basis.
- Ensuring timely, accurate information flow with the contracted vendor.
- Reviewing vendor billing, prior to submission to the Treasurer.
- Providing an estimated budget on a yearly basis.

**Available resources:**

Vendor contract, if appropriate  
Policy/Operating Procedures, AAUW Amador Branch  
Bylaws, AAUW Amador Branch

*Board approved 10/15/09*