



## Job Description

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### WEBSITE DIRECTOR

**SUMMARY:**

Procure and assist in the creation and ongoing maintenance of the chapter web site.

**RESPONSIBLE TO:**

- A. The members of the chapter
- B. The Chapter President

**RESPONSIBILITIES:**

- A. Procure and maintain a third party web server and domain name registration.
- B. Develop and maintain web site and uploads site to web server, directly or via third party provider.
- C. Work closely with the Communication Director to assure timely and relevant information is included on the website, in an approved format.
- D. Edit web pages, post PDF files, create new links, post SHRM and chapter information as needed to keep web site current, and train the appropriate Board Members to do the same for their area of the website.
- E. Respond to member questions and problems regarding web site.
- F. Communicate with chapter Board of Directors to make sure all information on the web site is current and accurate.
- G. Create, as needed, web-based response forms for surveys, etc.
- H. Attend monthly membership and Board of Directors meetings.
- I. Participate in the development of short-term and long-term strategic planning for the chapter.
- J. Review the SHRM website regularly to make sure web site meets SHRM Standards
- K. Represent the chapter in the Human Resources community.

**REQUIREMENTS:**

- A. Must be literate in PC knowledge and have the ability to communicate and understand the functions of the web site, either directly or through a third party provider.