

Newcomers Welcome Club of Lake Oswego & West Linn
Position Description (Rev May 2023)

Title: **WEBMASTER**
Non-Elected Officer, Voting Board Member

Term: 2 years
Annual Budget: \$

PREREQUISITES: Computer knowledge

DUTIES:

- **Posting items on NWC Website:**
 - Post pdf of monthly newsletter sent by newsletter publisher
 - Post forms
 - Post pdf of printed directory, pdf of list of members in password protected areas
 - Reports are sent monthly to: Membership, Activity Chairs, E-Blast Coordinator.

- **Attend monthly Board meetings, Meet and Greet Coffees and Luncheons.** Be prepared to give an update at meetings. If you are unable to attend a Board meeting, mail, fax, phone, or email your monthly report to the President prior to the monthly meeting.

- **Complete a "Position Report" at the end of your term.** Make two copies of completed form and distribute one to the President-Elect and one to your successor to be put into the Webmaster position notebook for future reference.

- **Attend Joint Board Meeting (June),** review your position's duties with your successor, and pass all club materials pertaining to your position onto her at this meeting.

- **Rearrange website based on input from club:**
 - Change password each year on January 1 after members have renewed and sends email of password to current paying members (E-Blast Coordinator can send out).
 - Update general information about activity groups and specific information is on linked pages which are password protected.
 - Update club-wide event information: Meet & Greet, Saturday Social, Luncheon, etc.
 - Post President's/Board's letter and any other special information.

Notes:

The website has been very valuable in recruiting new members. The general information is not password protected.