

Role Description

Website Chair

Position Summary:

The Web Chair is responsible for establishing and maintaining the Chapter's website.

Responsible To:

- The Members of the Chapter
- The Chapter President

Requirements:

- Must be an active dual SHRM and WHRMA member in good standing for entire term of office.
- Ability to serve a term of two (2) years, with each term year running from January through December each year.
- Attend all monthly WHRMA board meetings.
- Strong technical aptitude and experience with HTML, FTP, web editing tools, and search engine optimization

Responsibilities:

- Attend WHRMA membership meetings and other WHRMA educational and networking events.
- Participate in the development and implementation of short-term and long-term strategic planning for WHRMA.
- Represent WHRMA in the human resources community.
- Procure and maintain a third-party web server and domain name registration.
- Develop and maintain website and uploads site to webserver.
- Primary administrator for Chapter's website and ensuring it is up-to-date at all times.
- Ensure all site pages are working as expected.
- Edit web pages, post PDF files, create new links, post SHRM and Chapter information as needed to keep website current.
- Train Board members how to navigate site and update content on pages specific to their role.
- Encourage Board members to share ideas to keep the website fresh, up-to-date, and promote better visibility.
- Respond to Board and member questions and issues regarding website.
- Test and monitor website to ensure stability and functionality.
- Troubleshoot issues, including working with website vendor, and determine cause and resolution.
- Develop security measures and protocols to safeguard information.
- Ensuring design consistency to meet WHRMA & SHRM requirements
- Upon completion of the position's term, assist the incoming Website Chair to ensure a smooth transition of responsibilities.
- Complete other assignments as requested by the Chapter President or the Board.