
Palm Harbor Newcomers Club

WEBSITE CHAIR – GENERAL BOARD/BOARD OF DIRECTORS

Term of Office:

One year: June 1 to May 31.
May be appointed to any number of additional consecutive terms.

Purpose:

Maintain the PHNC website to keep members informed and to promote the Club to the general public.

Qualifications:

- Be a year-round area resident.
- Be computer literate.
- Be willing to serve and have adequate time to serve.
- Have the ability to meet deadlines.
- Have the ability to delegate.
- Have the ability to work collaboratively.
- Have the ability to serve with ethical standards and confidentiality and without conflict of interest.

Reports To:

PHNC Executive Board,
PHNC General Board and
General Membership

Principal Duties:

- Support the mission/vision/values/goals of PHNC.
- Be an enthusiastic internal and external ambassador for PHNC.
- Abide by the PHNC Bylaws.
- Serve as a member of the General Board and Board of Directors.
- Attend all Board of Directors and General Membership meetings and report, as appropriate, any and all plans, updates, actions taken or issues identified.
- If unable to attend a Board of Directors or General Membership meeting, notify the President and submit a brief report in writing at least three days prior to the meeting.
- Serve as the liaison between PHNC and the website developer.
- Troubleshoot any problems with the PHNC webpages.
- As necessary, update segments of the website as changes occur, including, but not limited to, Calendar, Meeting Minutes, Bylaws, Board Members, Past Presidents, Board Job Descriptions, News, Frequently Asked Questions, Luncheon Schedules, Guest Waivers, Activity Groups, Activity Registration and About Membership.
- At least two months prior to the event, create a luncheon form, a luncheon program page and a luncheon post.
- At least three months prior to the event, create a trips/special event form page, a trip/special event program page and a trip/special event post.
- Each month, update the main menu links under luncheons, update the programs page link to the current program, update the front-page slider pictures and update the four front-page color blocks.
- As necessary, add place-holding silhouette to new member records, replacing it with the member's head-shot photo when it is available.
- Assign and maintain up-to-date PHNC email forwarding addresses and passwords for officers, chairs, co-chairs and coordinators.
- Assist members and Board of Director officers and chairs with website-related problems, including, but not limited to, online registrations, account updates and online reports.
- Maintain Gravity Forms templates, notifications and confirmations for forms and, working with the Treasurer and Vice President-Membership, insure MemberPress and Gravity Forms synchronization is accurate and up-to-date.
- Respond to website "Contact Us" submissions for website issues in a timely manner and update the entry to show action taken.
- As requested, provide the Nominating Committee with information on members' skill sets and length of membership.
- Build training vehicles for member education and assure the basic website user guides published in the Chatterbox and the Member Manual are up-to-date.
- Plan and host a technical training session for all officers and chairs prior to June 1.
- As necessary, submit budget requests for the position.
- As necessary, submit check requests in a timely manner to the Treasurer.
- Delegate tasks as appropriate.
- Pass on materials, supplies and records and train successor.