



## **Webmaster Job Description**

### **Purpose**

The webmaster provides and maintains an up-to-date website for the convenience of the Region 5 members. This website contains timely, pertinent information that assists Region 5 members in promoting the efforts in their areas, learning about upcoming professional development opportunities, and networking with their colleagues throughout the Region. The Director appoints the webmaster. The webmaster should have knowledge and experience in the design and maintenance of websites.

### **Responsibilities**

Create new web pages as needed.

Update existing web pages on a regular and as-needed schedule.

Work cooperatively with the NAI National Office to maintain the standards of the website and to provide accurate, timely information that is valued by the members.

Work cooperatively with the Leadership Council to provide information and resources to members via the website. This may include soliciting ideas and information from the Council members and other members of the Region.

Make available the most current information on scholarship applications and mini-grant applications.

Email pertinent information and notices of upcoming events to members. Email addresses are obtained from the membership coordinator at the National office.

Stay in contact with workshop planning committees in order to provide the most up-to-date information available on the website, and to also promote attendance at the workshop to members and other site visitors.