

In addition to the duties incurred as member of the Executive Committee, the Web Chair has four distinct roles:

- 1) **to serve as liaison between the ETAS Executive Committee and other people or functions dealing with the ETAS website;**
- 2) **to serve as liaison between end-users of the ETAS website and the web-host (Novatrend);**
- 3) **to train and/or assist authorized ETAS members in remote administration of the website;**
- 4) **to administrate and update information on the ETAS website**

Responsibilities: as someone with experience in the field of web design, the web chair will

- 1) inform and advise the Committee regarding any issues related to the ETAS website that require Committee decisions;
- 2) notify any people or functions involved with the design or administration of the site of all relevant Committee decisions;
- 3) ensure that Committee decisions related to the ETAS website are carried out;
- 4) propose improvements or modifications of the site to the Committee;
- 5) propose a budget for expenditures relating to design or maintenance of the site to the Committee;
- 6) assess, approve or create any design or maintenance work on the site performed by outside parties;
- 7) advise the Treasurer regarding invoices relating to design or maintenance of the site in accordance with the Committee's decisions;
- 8) serve as liaison between all end users of the ETAS website and the web-host (Novatrend)

Novatrend currently provides the hosting platform for the ETAS website. All queries regarding the website should be directed to the Web Chair. The Web Chair will liaise between the end user and Novatrend.

Training and assistance for ETAS members and employees in remote admin of the site

Responsibilities: insofar as the Executive Committee approves the remote administration of the ETAS website by selected members or employees, the web chair will:

- 1) assign appropriate user access and passwords to selected members;
- 2) assist with the proper configuration of these remote administrators' computers;
- 3) provide training and assistance with the remote administration of the site;
- 4) monitor the accuracy of remote administration;
- 5) report any abuse of remote administration to the Executive Committee

Administration of the ETAS website

Responsibilities: insofar as the Executive Committee approves (a) the remote administration of the ETAS website by selected members and (b) the assigning of e-mail addresses to selected members, the web chair will:

- 1) administer the user access and password database;
- 2) administer the e-mail server;
- 3) administer any parts of the ETAS site not delegated to other members;
- 4) update information on the ETAS site.
- 5) ensure that job adverts on the ETAS website are posted and paid for.

Other / General :

- Submit an annual report to the President before the AGM.
- The President should be copied into all ETAS emails and correspondence.
- Should not normally miss more than 1 meeting a year.