

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 and CRM (Contact Relationship Manager)**
- 2) to serve as liaison between end-users of the ETAS website, the web host, the website developers and CRM developers**
- 3) to train and/or assist authorized ETAS members in remote editing of the website**
- 4) to oversee the administration of the ETAS website and the updating of information**

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

#### **Training and assisting ETAS members and employees in editing the ETAS website and CRM**

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

- 1) assign appropriate user access to selected members
- 2) advise on the proper configuration of these editors' computers
- 3) provide training and assistance with editing the site
- 4) monitor the accuracy of content changes
- 5) report any abuse of remote access to the Executive Committee

#### **Administration of the ETAS website and CRM**

Responsibilities: insofar as the Executive Committee approves editing of the ETAS website by selected members, the web chair will:

- 1) administer the user access
- 2) administer any parts of the ETAS site not delegated to other members
- 3) confirm the information on the ETAS site is accurate and up-to-date

#### **Other/General:**

- The Web Chair must submit an annual report to the President before the AGM.
- The President should be copied into all pertinent ETAS emails and correspondence.
- Committee members should not normally miss more than 1 meeting a year.