

# **Appointed Position Description: Website Editor, AAUW Amador Branch**

Overview of the position: The purpose of the website is to inform both branch members and the community about AAUW Amador activities and events. The website editor is a member of the Leadership Committee whose attendance at meetings is welcome and encouraged, required only when issues and matters pertaining to the AAUW Amador website are on the agenda.

The website editor, in consultation with the Leadership Committee, is responsible for managing the AAUW Amador website, [amador-ca-aauw.net](http://amador-ca-aauw.net). The website editor will conduct a periodic review of the website to make certain that contents are timely, accurate, easily accessible, consistent with the AAUW mission and protects member privacy.

The website editor will work with the AAUW National site resources personnel to maintain and update the current website, as well as create any future versions of the site.

### **Overall responsibilities:**

The website editor will coordinate with the site resources person to oversee the creation and maintenance of the website in a manner that serves to:

- Inform members of all AAUW Amador activities, meetings and programs.
- Enhance communication among members by providing current contact info in a member-only protected site.
- Reach out to prospective members.
- Inform members of the community about branch activities and events open to the public.
- Ensure that the information on all items and their links are accurate and timely:
  - 1) Homepage with links to current officers, charter members, past presidents, national/state information, EF, EF honorees
  - 2) Branch Calendar (+ Non AAUW related information as approved by the Board)
  - 3) Programs
  - 5) Scholarships with applications and past recipients
  - 6) Membership application
  - 7) Photo Gallery
  - 8) Newsletter (edited by the Newsletter Editor for confidentiality)

### **Specific responsibilities:**

- Seek Leadership Committee approval for all major changes
- Review site pages with changing information as needed
- Ensure timely, accurate information flow with the National site resources person
- Review site resources invoices prior to submission to the treasurer
- Provide on a yearly basis an estimate of expenses to the board and treasurer

### **Available resources:**

AAUW National site resources , Policy/Operating Procedures, AAUW Amador Branch By-laws, AAUW Amador Branch

*Board approved October 16, 2014*

*Revised 4/14/2022*