### Chapter Webmaster

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION:** | Job Descriptions | **ORIGINATED:** | 2013 |
| **TITLE:** | **CHAPTER WEBMASTER** | **REVISED:** | Apr 2023 |
| **NUMBER:** | 2.8 | **PAGES:** | 2 |

##### PURPOSE

To maintain a current presence via a web site enhances communication with the members. The Webmaster will promote the chapter by ensuring that the chapter takes advantage of opportunities to celebrate our achievements by submitting award presentations at the national level.

##### POLICY

* + 1. The chapter Webmaster maintains the chapter’s presence on the IPAC Canada website.
    2. The Webmaster educates IPAC-EO members regarding IPAC Canada awards and opportunities.
    3. The Webmaster works with IPAC-EO members to determine how many awards (if any) will be submitted for the year.
    4. The Webmaster will secure volunteers to work on the award submissions to meet the deadlines for each award.
    5. At the end of each term, a request for a volunteer for this position and/or nominations for this position will be received to fill the next term.

##### TERM

The term of this position is three (3) calendar years with eligibility for re-election.

##### ELIGIBILITY CRITERIA

Candidates for Chapter Webmaster must be members in good standing of IPAC Canada and IPAC EO and agree to fulfill the functions of the position as outlined.

##### POLICY

The Chapter Webmaster:

1. Provides input and direction for the growth and design of the chapter website.
2. Promotes the use of all website components within the chapter.
3. Provides user guidance to chapter members who use the website.
4. Provides updates to content on the chapter website as required and as directed by the chapter executive.
5. Updates IPAC-EO members at each meeting regarding upcoming IPAC award deadlines.
6. Coordinates the 3M chapter award submission to meet the deadline of March 1st. (<http://www.ipac-canada.org/opps_3m_chapaward.php>).
7. Coordinates the CIC chapter achievement award submission to meet the deadline of March 31st. (<http://www.ipac-canada.org/opps_CIC_chapachievement.php>).
8. Maintains archives of past award submissions and associated documents.

##### FUNCTION

1. Works closely with the executive and chapter committees to provide timely information to the chapter website.
2. Updates chapter information on the IPAC Canada website.
3. Monitors the chapter website in its entirety for time-sensitive information.
4. Regularly checks for broken links on the chapter website and fixes them.
5. Orients the in-coming Webmaster to ensure a seamless transition.
6. Attends the annual chapter webmasters’ meeting, when able.
7. Provides a report on website activities at each general meeting.
8. Secures volunteers at the November meeting to work on the award submission(s) for the following year.
9. Arranges and chairs meetings and works with chapter volunteers to develop submissions within the time frames required for each award.
10. Resources and follows the applicable IPAC Canada policies and procedures to use as guidelines for award submissions.
11. Coordinates with the IPAC-EO president to ensure that someone is delegated to accept awards which are granted to our chapter at the annual conference.
12. Maintains the IPAC EOs Google Docs account containing records pertaining to the position of Chapter Webmaster, including past award submissions and associated documents.

##### REFERENCES

1. IPAC EO Terms of Reference (<http://eo.ipac-canada.org/photos/custom/PDF/TOR.pdf>)
2. IPAC Canada policy 20.10 (<http://ipac-canada.org/policy-manual.php>)