

# IPAC EASTERN ONTARIO

## A Chapter of Infection Prevention and Control (IPAC) Canada

<b>SECTION:</b>	Job Descriptions	<b>ORIGINATED:</b>	Sep 2013
<b>TITLE:</b>	<b>CHAPTER WEBMASTER</b>	<b>REVISED:</b>	15Mar
<b>NUMBER:</b>	2.9	<b>PAGES:</b>	1 of 1

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### **PURPOSE**

To maintain a current presence via a web site enhances communication with the members.

### **POLICY**

The chapter webmaster maintains the chapter's presence on the IPAC Canada website.

### **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 fulfil 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.

### **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.

### **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>)