

## Webmaster

### Overview of Responsibilities:

The role of the Webmaster is to create, edit, and maintain content on the NCSH website.

### Responsibilities:

1. Create content as directed by the NSH President or Officers.
2. Edit content of the website to maintain current information relating to NCSH.
3. Post forms, newsletter, or other pertinent documents to the NCSH website.
4. Provide links to related websites that would be of use or interest to the NCSH membership.
5. Have website content reviewed by the NCSH President or Officers prior to posting to the NCSH website.
6. Work with the Treasurer to facilitate the receipt of monies generated via the NCSH website.
7. Perform other duties as assigned by the NCSH President.

### Time Commitment during Year:

An average of 1 – 2 hours per week.

### Time Commitment during NCSH Annual Meeting:

There is no time required at the Annual Meeting. The Webmaster is encouraged to attend the Annual Meeting and volunteer as needed.

### Qualifications:

The individual should have been a member of NCSH for one year prior to appointment.

### Selection Process:

Qualified individuals will notify the NCSH President of their interest in the position. The President with approval from the other officers will appoint an individual to this position.

### Term of Position:

There is no term limit for this position.

### Accountable to:

The Webmaster is accountable to the NCSH President and Officers. While the Webmaster does not have formal voting rights, they are encouraged to give input prior to scheduled meetings or by attending NCSH Officer meetings.

### Funding:

Funding will be based on the NCSH General Funding Policy. This may include:

- Registration
- Food
- Hotel
- Travel

### Vacancy:

If there is a vacancy in this position, a qualified member will be appointed by the NCSH President with approval from the other Officers.