

**NSDTRC (USA) POSITION DESCRIPTION**  
**Webmaster**

**Committee\* Type:** Ongoing.

**Committee Size:** One.

**Manner of Appointment:** Board Appointed.

**Contact Person/Organization:** NSDTRC (USA) Board liaison appointed by President.

**Materials Necessary:** A computer with programs for word processing including HTML, graphics, photo processing, Internet access, and an e-mail account able to receive large attachments.

**Supplies Needed:** Stationery, postage.

**Qualifications:** The Webmaster will:

- Have familiarity and knowledge of basic website design, website design software packages and other tools necessary for the acceptance of materials in electronic as well as non-electronic formats.
- Have working knowledge of the basic rules of grammar and punctuation.
- Have the ability to develop and maintain a site that is user friendly and accessible to those visiting the site.
- Have the communication and interpersonal skills necessary to constructively interact and collaborate with a number of individuals with varying degrees of computer literacy.
- Be able to communicate well with the Board (through the assigned liaison), and collaborate with other Committee Chairs and appointed officials to develop and disseminate information on the website.
- Be able to handle questions and problems in a constructive, non-confrontational manner.
- Be self-motivated and have good organizational skills.
- Be able to recommend to the Board (through the assigned liaison) changes or enhancements to the existing website.

**Responsibilities:** The Webmaster will:

- Develop, design, and maintain the NSDTRC (USA) website in a standardized layout.
- Collaborate with other appointed officials regarding website content to update and/or add new content.
- Upload announcements and information from the Board in a timely manner as well as upcoming event information provided by Club members.
- Provide instructions on access for uploading information to the website to an individual appointed by the Board so that access to the site is available in case of absence of the Webmaster.
- Submit proposals for new features and new programs to the Secretary for Board review prior to implementation and/or placing on the website.
- Perform additional responsibilities that may arise from time to time, and may be added as appropriate.

**Administrative Responsibilities & Duties:** The Webmaster will:

- Prepare an annual written report and submit to the Secretary in August of each year for presentation at the Annual In-person Meeting.
- If present at the Annual Meeting, give an oral presentation at the Board meeting and Annual Membership Meeting. The report should include activities and new features initiated during the previous year, new programs/features being planned for the upcoming year, concerns and problems encountered, and any other information believed to be pertinent.
- Prepare additional written reports that may be requested throughout the year at the discretion of the Board.
- Maintain an accounting of expenses incurred in the administration of these duties. Examples of expenses: printing, postage, paper supplies, website/server expenses, and phone calls (long distance). Requests for advances or reimbursement are to be submitted to the Treasurer. Expenses greater than \$50 and not previously approved in the budget, must be approved by the Treasurer prior to expenditure.
- Submit a financial report to the Treasurer in July of each year for inclusion in the Club's fiscal year financial report.
- Submit a budget to the Treasurer by June 1 of each year for the next fiscal year (July 1-June 30).

\* The NSDTRC (USA) Bylaws specify how standing committees are appointed and terminated.