

WEB MASTER

COAHPERD Website Purpose:

The COAHPERD website provides timely pertinent information to help COAHPERD members to be more effective in their work. The COAHPERD website shares archived and current resources for professionals in related content areas.

Purpose:

This individual will maintain and upgrade the COAHPERD website as needed.

Organization:

The Web Master shall be appointed by the President, and may be reappointed. This individual is a non-voting, appointed member of the Executive Board.

Responsibilities:

1. Attend all Executive Board meetings.
2. Submit a written and verbal report at each Executive Board meeting.
3. Maintain and upgrade COAHPERD website as needed.
4. Maintain consistent communication with the Executive Director concerning pertinent COAHPERD information.
5. Collaborate with the newsletter editor for posting of the newsletter on the COAHPERD website.
6. Collaborate with the Convention Manager, and Recognition Chair.
7. Perform other duties as designated by the Executive Committee.
8. Submit items for silent auction and or other fundraising efforts.
9. Submit the end of the year report at the meeting prior to convention.
10. Preside at a minimum of two sessions at the convention.
11. Actively engage in convention duties and responsibilities.