

**Newcomers of Central Florida, Inc.**  
**Job Description of**  
**Website Chair**

**The Website Committee** is d a Standing Committee of Newcomers of Central Florida, Inc. The Chair is a member of the Executive Committee.

**By-laws description of duties:**

The By-Laws contain no specific descriptions of duties for Committees. General information on Committees is included in Article VIII: Executive Committee and Article IX: Committees.

**Description**

The Website Committee position is a Standing Committee of the Newcomers of Central Florida, Inc. The Chair is a member of the Executive Committee. The Website Chair is in charge of the Club website and can form a Website Committee if needed.

The Chair is expected to attend monthly Board Meetings and Luncheons.

**Basic Job Functions**

Maintain the Club website and all of the links at <http://newcomerscfl.org>

In consultation with the Chatter Editor, post each monthly edition of the online Chatter

Update the Photo Gallery section of the Club website, with input from other Club members

At each monthly Board Meeting, submit a report to the Board of all projects and issues with the website

Update the list of Board Members, Membership Form, and various Treasurer Forms on the website, as needed

At the May Board Meeting, submit a preliminary budget to the Treasurer for the next year

At the May Board Meeting, submit a written report to the Board summarizing the year's activities

**Requirements**

Knowledge of website development and maintenance

Knowledge of Microsoft Word processing

Computer, printer, and email

*Note: This job description is not intended to be all-inclusive.*

*Position may perform other related duties as required to meet the ongoing needs of the Club.*

*Revised: January 1, 2014*