POSITION OVERVIEW:

This position is responsible for providing changes to the WIL website, uploading pictures for the online WIL Directory, suggesting ideas for website, utilizing the WIL Facebook account, and coordinating marketing efforts with the VP of Public Relations. This position is also responsible for website education to Board and members.

MONTHLY DUTIES:

1. Review board minutes from previous month’s meeting and provide feedback as applicable.
2. Attend the monthly luncheon. *(11:15 arrival time, 2nd Thursday of every month minus July)*
3. Compose monthly board report. *(Due @ 5:00pm Tuesday before board meeting)*
4. Attend monthly board meeting. (*3rd Thursday of every month)*
5. Consider composing a newsletter article and forward it to VP of Public Relations. *(Due the 25th of every month)*

WEBSITE MONTHLY DUTIES:

1. Facilitate changes to the website as requested by the Board.
2. Monitor contact list, remove names, and archive as appropriate.

*Specific activities recommended by month:*

JULY

1. Board retreat (3 hours plus time spent creating report)
2. Reroute email alias for changeover.
3. Request a letter from the new President for the WIL Website
4. Website:
	1. Update Board of Director information including name, picture & board descriptions.
	2. Add prior year’s President to Past President’s list.
	3. Update “Get Involved” website page.

AUGUST

Website: Update membership bylaws if any changes were made at the July Board retreat

JUNE

Update WIL Award information on website post winners on Facebook and add link to WIL Website

***Total Time/Month: 5 hours (monthly meeting, board meeting & report)***