

WEBMASTER OR WEB WRANGLER NEEDED

The chapter has a need for a person who is familiar with both Word and Excel to maintain the chapter web site. With the development of a software package called WordPress, maintaining a web site is very similar to modifying a Word document. Knowledge of the underlying code is no longer required.

Duties include:

- Updating the home page
- Posting information to the members section (upload files)
- Maintaining members list for the members only section
- Update calendar
- Post articles or for sale notices
- Time requirement: about an hour a month.

This is a Class II Director position with voting rights at monthly board meetings.