

SAN ANTONIO HERB SOCIETY JOB DESCRIPTION WEBMASTER

General Description: This position is a member of the Board of Directors. This is a non-elected position and therefore has a non-expiring term.

Experience: Must be able to devote up to 15 hours a month to the Herb Society and this position. Must be familiar with Word Press web management and Mail Chimp or similar email server.

Responsibilities:

- Attend monthly board meetings (usually the last Monday of the month)
- Attend monthly general membership meetings (usually the second Thursday of the month)
- Support the Herb Society and its membership by working no less than one profit generating initiative a year such as plant sales and herb markets.
- Maintain a professional nature at all times when addressing or representing the Herb Society
- Treat all members and guests with respect
- Interact with Board Members and Special Interest Group Leaders
- Interact with outside groups interested in linking to our website
- Provide timely updates to the Herb Society website with program announcements, pictures, general public announcements, our newsletter, and links to other herb-related websites of interest to our membership
- Ensure links to other sites are operational
- Serve as point of contact for web site issues and problems
- Work with site provider when issues arise
- Has the liberty to publish timely articles related to the Herb Society, our vision and interests
- Has the liberty to create or disband a website committee as needed
- Create email updates for SAHS newsletter and other communications