



Job Description WEBSITE DIRECTOR

Mission: To maintain the Council website.

Necessary Skill Set: Able to use Word, Excel and Publisher software
Able to convert documents into .pdf format

- Attend monthly Board of Directors meetings.
 - Attend and participate Council General Meetings. Meetings occur on the 4th Monday of the month. The President will give you a yearly calendar at the first council meeting.
 - If able, attend Region 6 Conferences, PTA and The Law and Convention.
 - Is familiar with the WASTATE PTA Bylaws, Council Standing Rules, Council Procedure Manual, budget and programs. Specifically Committee Chair Policy.
 - Supports the decisions of the board, despite any personal feelings you might have, once the board has voted, you are ethically obligated to support that decision.
 - Maintain confidentiality of the Board's sessions, speak for the board or organization only when authorized to do so.
 - Prepares a budget for Website and submits it to the Board of Directors for their approval.
 - Document all in-kind donations
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- Works with Web Manager who does actual site updates.
 - Works with Executive Committee to update and keep current the home page with upcoming events, announcements, and information.
 - Keeps Council, department and committee web pages updated and current.
 - Works with VP's & committee chairs to have updated current support documents for department and committee web pages.
 - Updates the calendar with Council and Local Unit events.
 - Work with Historian to update picture gallery.