

Webmaster

POSITION SUMMARY:

Reporting to the Publications Director, the Webmaster maintains the web site to enhance communications and support WSA's mission to foster women's participation in sailing activities and the sailing community. The Webmaster coordinates the site's content and keeps the site current and operational.

SPECIFIC RESPONSIBILITIES/DUTIES:

1. Maintain the WSA web site and update it as directed by the Board.
2. Monitor the web site routinely for bandwidth problems, bad links, and inappropriate postings.
3. Monitor existing agreement with the internet server provider and notify the Board of any changes, developments, or other needed information relating to the agreement.
4. Implement policies that WSA has established for its web site (e.g., privacy).
5. Post the WSA newsletters and other WSA forms and publications, as appropriate.
6. Monitor the web site usage and recommend ways of keeping user response time efficient.
7. Maintain links to other sailing-related web sites or sponsors as the Board directs.
8. Solicit feedback regarding the web site.
9. Make recommendations to the Board regarding improvements to the web site.
10. Forward e-mail correspondence to the appropriate officer or director; answer e-mail directed to the Webmaster.
11. Prepare and submit to the Board a monthly report of web-related activities, including user statistics and changes.
12. Attend all WSA Board and general meetings as a non-voting member, and participate in WSA-sponsored activities, as appropriate.

GENERAL QUALIFICATIONS/EXPERIENCE:

Hold current membership status. Have strong graphic design skills and a working knowledge of HTML, Javascript, Perl CGI, and other web software.

Be familiar with on-line publishing and database software.