**WEBSITE ADMINISTRATOR**

***OVERVIEW***

The Website Administrator is responsible for ensuring that the website is easy to navigate and addresses the needs of the VAND membership and public. The Website Administrator improves and updates the website in order to communicate organizational activities with members and the public. This includes writing or editing content to be made suitable for the web, being available to post new content regularly, updating the database, redesigning and creating new web pages as needed, and keeping the website up to VAND standards. The Website Administrator keeps in contact with the web design team for system updates to the website.

**Responsible to:** VAND membership and Board of Directors

**Term of Office:** Three (3) years appointed by VAND President

**Voting Member Status:** Non-Voting Member

**Responsibilities:**

1. Ensure standards of the website are maintained.
2. Receive new content (i.e. events, announcements, annual meeting materials, committee meeting minutes etc.) from appropriate Board Members and promptly post to appropriate section of website as required after review of any significant information by President.
3. Post job opportunities—only after payment has been confirmed from Treasurer.
4. Assist newsletter editor in uploading any required documents to be included in the newsletter that also need to be on the website.
5. Receive requests for and process advertisements for the website following the advertising fee schedule and Policy #6: Website & Newsletter Advertising. Seek approval from President and arrange for payment with Treasurer.
6. Coordinate with Treasurer to add html codes for PayPal on website.
7. Review and redesign website as needed in collaboration with Communications Committee and VAND Board members.
   1. Work with each VAND Board member in order to keep each section of the website current. Add new sections as needed.
   2. Provide report at each BOD meeting that may include a review of latest updates, content requests, assistance needed in maintaining/updating site.
8. Propose and implement policies and practices relating to website content and maintenance.
9. Maintain the VAND website with current information relevant to VAND members and the public. Ensure outdated information is archived.
10. Promote the use of the VAND website among VAND members and the public. Answer correspondence regarding the website and its content.
11. Communicate any system-related issues to the web developers.
12. Mentor communication committee members and VAND volunteers to assist in Website development and content. Mentor/train incoming Website Administrator until his/her proficiency and competence is achieved.
13. Create and maintain a “cheat sheet” of tips and tricks on how to keep eatrightvt.org running appropriately.
14. Serve as a VAND Facebook Administrator (see Policy #8-Member Communications).
15. Provide contact information to President for BOD directory, including personal email to enable forwarding of eatrightvt.org address ([Website@eatrightvt.org](mailto:Website@eatrightvt.org)).

**Committee Membership:**

Communications Committee

**Time Commitment:**

* The Webmaster is expected to commit, on average, 2-3 hours per week to VAND Website. Additional hours may be necessary due to events such as the Annual Meeting, fundraising events, etc., which may require an additional 10 to 20 hours per week.
* Attend Board meetings to ensure receipt of timely information from Board members.

**Qualifications:**

* Active, Retired or Student Member of VAND and Academy
* Commitment to the organization and a willingness to devote the necessary time and effort