

Website Manager

1. **Purpose:** Manages the Society's website [<http://soga.org/>] via Wild Apricot, a web-based content/membership management system
2. **Term of Office:** Two years. Appointed by the President with Executive Board approval.
3. **Voting Status:** Non-voting member.
4. **Major Duties/Responsibilities:**
 1. Attends four Executive Board meetings and the Annual Business Meeting and presents written and verbal reports on activities at the meetings.
 2. Ensures those posting content to the Wild Apricot interface maintain the consistent look and feel of the site. Edits style sheets as needed.
 3. Performs regular maintenance on Wild Apricot's file manager to monitor storage usage, weed old files, and maintain consistent, informative file names.
 4. Ensures home page of the web site is up to date.
 5. Corrects grammar, typos, and other errors.
 6. Works with those board and committee members who need to post content to the site to:
 1. make changes as needed
 2. add or edit any coding for the site
 3. makes changes to the navigation as needed
 4. keeps track of web usage statistics
 5. solicits content for the site
 6. integrate social media and web2.0 features (Facebook, Flickr, Blogger, etc.)
 7. Oversees any revisions to the website various officers or committee chairs.
 8. Tracks site visits and other statistics via Google Analytics.
 9. Manages domain name registration, web hosting plan, as well as server space, and ensures payment of related fees by consulting with the Treasurer.
 10. Consults with Treasurer by December 1 to determine the SGA Website budget for the next fiscal year.
 11. Forwards to the SGA Archivist any non-current files, sends Subscription Manager any files that can be uploaded to the dark archive for preservation, and turns over the current files to the incoming Website Editor.
 12. Appoints an Assistant Website Manager to serve as an apprentice for one year (or two years, as needed) before taking over the web site as the manager. The former Website Manager will serve in a mentor role to the apprentice for the next year while he/she takes over.

13. Grant and/or remove individual Wild Apricot administrative rights for members serving on the Executive Board and/or Committees. Administrative privileges should only be extended to Executive Board members and Committee chairs, although exceptions may occur on the basis of need. Maintenance of administrative rights should occur following all outgoing leadership positions at the end of each year

5. Approved by the Executive Board: October 12, 2010