



MOAA-Alamo Chapter Volunteer Position Description

Title: Webmaster

Importance of Position: Essential as the most up-to-date communication venue for chapter members, prospective members and the greater community.

General Expectations:

- Current member of MOAA and of MOAA-AC
- Aware of MOAA-AC by-laws and Strategic Plan
- Attend 75%-100% of staff and membership meetings
- Prepare and submit budget input as needed
- Support the planning process as needed

Qualifications:

- Must understand and be proficient in key web design languages; html, SQL and CSS at a minimum; preferably FTP, mass email software and video editing.
- A general knowledge of Windows based programs such as MS Word.

Responsible to: Chapter President

Major Responsibilities:

- Maintain a website which provides information about the Alamo Chapter to both members and the general public.
- Work closely with Executive Assistant regarding information needed to keep the site current and free of maintenance issues.
- Update the website as needed to remove outdated information and insert data about current/upcoming activities in a timely manner to meet the needs of the chapter.
- Upload *The Lariat* to the website each month.

Training/Preparation: Review and comply with MOAA National and Chapter publications regarding policy, procedures, programs and job descriptions.

Average Time Commitment: Approximately 15 hours per month to maintain site.

Length of Commitment: Minimum 2 years.

Measures of Success:

- Actively used by members/general public to communicate back to the Chapter leadership and used by the Chapter leadership to communicate to the members and potential members of MOAA-AC.
- Chapter receives 5 Star Level of Excellence award annually.
- Win a MOAA award for best/recognized website annually.
- Complete all action steps, as assigned, in the chapter Strategic Plan.

Date Prepared: May 2007

Dates Revised: August 2007; November 2018, May 2025