

# Board Member At-Large (Website Administration)

The Website Administrator is responsible for upkeep of the Chapter Website. The position posts all approved monthly Chapter Board Meeting minutes, updates the event calendar, uploads additional content (i.e., job postings, chapter event information, etc.) and maintains the listing of chapter leaders. The Website Administrator responds to any inquiries made through the website. This position has a **one-year** term, and the estimated time commitment is 3-5 hours per month.

