

AAUW COLORADO SPRINGS BRANCH – VOLUNTEER LEADER POSITION DESCRIPTION

Position: Website Administrator **Status:** Appointed Board Assistant – 2 yr. term
Reports To: Communications Director **Executive Committee Oversight by:** President
Board Voting Rights: No **Signature Authority:** No
Date of Branch Board Approval of Volunteer Position Description: July 2020 – Updated 2021

Position Overview: Manage and administer the branch website. Serve as a branch resource and support on newsletters, website, social media and other communications.

Responsibilities and Duties of Branch Position:

- Administer branch website and ensures content is up to date and the design fresh and fully functional using Word Press software as provided by AAUW National.
- Act as primary liaison with AAUW National on matters involving use and functionality of Word Press for branch website.
- Provide guidance and advice to branch officers, board, committees and interest groups on matters related to the operation and use of branch website
- Troubleshoot operational issues of and opportunities for branch website usage.
- Respond to customer issues and use of branch website.
- Post information about branch meetings, events, campaigns and news items.
- Post branch newsletters and directory updates, job descriptions, forms, policies, by-laws, and other branch documents. Post minutes of board meetings after they have been approved by the board.
- Facilitate use of branch website for fundraising and donations including functionality for Branch Scholarship Fund donations.
- Update the website with changes in branch officers, board members and assistants, branch programs etc. and other information (National, State and Branch).
- Collaborate with branch Membership VP and Treasurer on annual membership renewal campaigns.
- Serve on the branch Communications Committee. Attend branch board meetings as a non-voting member as needed.
- Serve as a branch resource and support on newsletters, website, social media and other communications.

Responsibilities to AAUW, AAUW National and AAUW State:

- Be familiar with and adhere to all AAUW National, State and Branch policies and bylaws.
- Be responsive to member concerns or questions related to branch website.

Leadership Skills/Qualifications Helpful to the Position:

- Knowledge and experience with website, word processing, spreadsheet software (i.e. WordPress, Word, Excel, PowerPoint, Mailchimp, etc.)
- Experience in planning, communications (social media) and marketing is helpful to the position.

Time Commitment:

- Approximate time required for this position is two to three hours per month with regular attendance at branch Communications Committee meetings (quarterly or semi-annual).
- Additional time as needed to support annual membership renewal processes and member database reconciliation.
- Attendance at monthly branch board meetings as needed.