

Peo-Taz Chapter of A.B.A.T.E. of Illinois
Job Description
WEBMASTER

QUALIFICATIONS

As the person responsible for the updating of the Web Page for the Chapter, the Web Master Director must be an organized individual who either has background in or is willing to learn handling of the Web Page.

TIME REQUIRED

The Webmaster director will need to devote approximately 20 hours per month to the job for updating, record keeping, and telephone/computer work. Each month there is an Officers meeting and a Chapter meeting. Additional time will be required for Chapter events.

BASIC DUTIES INCLUDE:

1. Reporting activities of the office at the Officers and Chapter meeting.
2. Keep Web page subscription current.
3. Attend all Chapter meetings.
4. Update the Chapter webpage
5. Keep informed of Chapter events, activates and other items to keep the website interesting.

Retyped July 2021