



AAUW-NEW MEXICO WEBSITE MANAGER

Status: Serves as member of the Leadership Team. Appointed for a two-year term with a limit of three consecutive terms.

Qualifications: This person should have computer skills to manage a functional website.

Vacancy: Appointed by the Leadership Team upon recommendation of the President(s).

DUTIES AND RESPONSIBILITIES: The Website Manager shall:

- Be responsible for maintaining and updating the State website to function well and be easy to navigate.
- Keep track of budget and payments needed to insure the website stays online for the best price.
- Help the branches start their own website and link it to the State website.
- Set up email accounts and ftp accounts as it relates to the State website.
- Plan for future changes to the website.

Please note: Although a Website Manager sometimes assumes the role of a web designer, the main job of a Website Manager is to monitor, improve, and update the performance of the existing website.