

University of Minnesota Women's Club

Website Manager Job Description

Website Manager

Appointed by the President

Serves a one-year term which may be renewed

Reports at each board meeting

Consults with Printing Services at the University of Minnesota when needed

Website umwc.umn.edu

The Website Manager oversees the website:

Posts current information

Posts minutes and agendas for Board meetings

Posts the current Newsletter and archives past copies on the website

Maintains "Quick Updates," "Connecting," and other pages

The website manager receives information from the President, the Directory, the Section Chairs, the Newsletter Editor, and Club members. Information may include photos, notices, and other information.

Mailchimp

The website manager, at the request of the President, sends announcements via Mailchimp:

Conversations with a Woman Leader

Business Meetings

Others as requested

The website manager sends the newsletter announcement via Mailchimp to all members when requested by the Newsletter Editor.

Zoom (via the University of Minnesota Women's Club Zoom account)

The website manager schedules Zoom meetings as requested by the President for:

Board meetings,

Conversation Luncheons

Other Meetings

The website manager sends invitations to the appropriate audience for scheduled Zoom meetings.

Email

umwc@umn.edu

The website manager regularly checks email coming to the Club email address and forwards it to the appropriate person or answers it.

Note: Out of pocket expenses related to the job may be reimbursed. Send the request for reimbursement along with receipts to the treasurer.

Reviewed by Mary Nosek, July, 2023