



SDCWA JOB DESCRIPTION

POSITION	SDCWA Webmaster
REPORTS TO	2nd Vice President
JOB DUTIES	Maintains SDCWA website and monitors electronic communication received through the website such as voicemail and web form submissions; Makes sure our website domain and plan fees are paid annually; Maintains and troubleshoots SDCWA Google account including Gmail, Google forms, Google drive, Google photos, and YouTube channel.
PROCEDURE BOOK	<ul style="list-style-type: none">● Maintain a procedure book to be passed on to incoming chair.● Update at end of term with step-by-step instructions; electronic files, sample documents. Consult with current webmaster for specific duties.
TIMELINE – SDCWA calendar year – July thru June	