

Role Description – Web Administrator

The role Executive Committee members play is an important one. The success of the ICS Executive Committee depends on the contributions made by each of its members. In general, the expectations of an ICS Executive Committee Member will be to:

- Attend all meetings.
- Review the agenda and accompanying materials prior to attending the meeting.
- Determine the purpose of the meeting and decide in advance how and what to contribute.
- Do not hesitate to comment, criticize constructively or disagree.
- Keep in mind that the ICS Executive Committee has authority to decide and act, not individual members.

The role and its responsibilities are outlined in detail below.

Role: Web Administrator

Role Purpose:

- To update and maintain the ICS Web Site.

Role Duties and Responsibilities:

- Post the following types of information:
 - Executive Committee Meeting Schedule
 - News & Newsletters from ICS
 - Special Events such as Speaker Events, Pub Nights, Lecture Events, Field Trips etc
 - Content acquired from the above events that should be shared with Membership
 - Annual Exam Period Dates, Times and Location
 - Update Executive Committee positions, photos, biographies, contact info, as needed
 - Read, respond and generally manage the Forum page.
- Ongoing maintenance, to delete outdated content and add current information, looking for and fixing errors and repairing broken links, making certain that all pages are correctly formatted, and other basic upkeep.
- Make recommendations for design changes to site as needed
- To represent ICS in the community and promote its aims and ideals

Role Deliverables:

- Quarterly report to the Board on such items as:
 - Track and report key metrics such as site usage/traffic and monitor performance.
 - Report past activities that have been executed: what changed, added, deleted
 - Report misuse, malicious viruses, breach of security, as required.
 - Recommendations for design changes to improve functionality and performance.

Role Time Requirements:

- Term is one year, beginning at the AGM
- Attend four Board Meetings during the year
- Attend the AGM
- Average of 30 min/week