



Alpha Nu State Idaho

Job Description

Position:	Alpha Nu State Webmaster
Supervised by:	State executive board, state president
Position Summary:	Design, edit, proofread, and transfer (FTP) the Alpha Nu State website, at least four times a year or when new information is sent by state officers, committees, or chapters.
Term of Office:	Two years with a limit of five consecutive terms.
Compensation:	Stipend set by the state finance committee annually depending on budget.
Responsibilities:	<p>Be a member in good standing in the Alpha Nu State (Idaho) organization.</p> <ul style="list-style-type: none">• Collaboration<ul style="list-style-type: none">o Assist as requested by the state president.o Encourage and/or assist chapters to design websites.o Present workshops for chapter web pages or on other topics of interest at state meetings.o Assist with public relations efforts in state organization.o Communicate needs, ideas, and essential information to individuals and groups.o Communicate with officers, committees, and members to maximize receipt of information.o Engage in problem-solving activities with members, state officers, liaisons, and committees.o Interact with a variety of people in a cooperative, effective manner.• Dissemination<ul style="list-style-type: none">o Assist in implementing relevant actions of the state organization's strategic action plan and transfer (FTP) the requested info to the web.o Assist with and transfer special web pages as required by state president.o Assist, update, and transfer submitted information and/or online forms from state officers and committee chairs.o Design and transfer convention information and pictures into a pleasing format.o Transfer and make the links for state officers/committees and chapter officers/committees web directories, which are prepared by the second vice president. Offer assistance to said officer with creation of PDF password-protected files.o Transfer and make the links for the web membership directory, which is prepared by the second vice president with each member's correct name, email, phone, and address. Offer assistance to said officer with creation of PDF password-protected files.o Transfer the <i>Alpha Nus</i> to the state website and make the links.o Maintain file copies of media and/or directory permission forms from each member and guest procured by the second vice president.



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- Organization
 - o Arrange for or take photos at key state organization events, regional conferences, and international conventions.
 - o Direct treasurer to pay international site fee.
 - o Maintain a backup of website files.
 - o Maintain essence of information through the design process.
 - o Submit report on website-related yearly activities to recording secretary prior to convention.
 - o Maximize attention to detail and time management.
 - o Renew annual site certification.
 - o Review international website information for including and/or adding a link.
 - o Set annual goals for the position.
- Participation
 - o Attend, when possible, international conventions and regional conferences especially communication workshops and web training sessions whenever possible.
 - o Attend state executive board meetings and state conventions.
 - o Serve as ex-officio, non-voting member on state communications committee.

Position Requirements:

- Societal Knowledge
 - o Familiarize self of current slate of officers, committees, and members.
 - o Familiarize self with historical data regarding state leaders, programs, and initiatives.
 - o Familiarize self with Society mission, vision, purpose, and structure at chapter, state, and international levels.
- Technology-Related Skills
 - o Acquire working knowledge of a PDF program, its many file formats, and the password protection of files.
 - o Acquire working knowledge of layouts, photos, captions, headlines, graphics, and hot links for emails and URLs to produce professional-looking web pages.
 - o Acquire working knowledge of spreadsheet program to assist the second vice president with directories.
 - o Exercise a working knowledge of related software (Front Page, Web Studio, HomeSite, or a similar program).
 - o Maintain an email account.
 - o Possess working knowledge of email, browser(s), file management, HTML language, and FTPing.
 - o Possess a digital camera with photography software and related ability to crop and resize pictures.