

Position:	Revision:
Webmaster	07/01/2007
Classification:	Appointment Method:
Director at Large	Appointed

DEFINITION:

The Director at Large - Webmaster maintains the Chapter's web site.

PRIMARY RESPONSIBILITY:

The Director at Large - Webmaster is tasked to maintain an accurate and informative web site.

SPECIFIC DUTIES:

1. Maintain the website in accordance with APICS headquarters.
2. Maintain the web site for accuracy and timeliness of information.
3. Attend all BOD, PDE, and special event.

REQUIRED SKILLS/CAPABILITY:

1. Ability to work with the BOD.
2. Communications ability including phone, e-mail, Internet.
3. Access to computer with Microsoft Word, Excel, PowerPoint, and Access programs.
4. Willingness to learn how to run a nonprofit business.
5. Leadership, motivation, delegation, teambuilding, communication, organization, project planning, negotiation.
6. Familiarity with APICS body of knowledge.
7. APICS certification desired.
8. Be a member of APICS officer list serve and other APICS e-mail correspondence related to education.