



North Carolina Association of Blood Bankers

Job Description

Title: Website Chair

Term: 3 years
Elected by general membership
Has voting rights

Job Summary

1. Update website periodically throughout the year. This requires larger updates before and after the Annual Meeting and Fall Workshop. It also includes taking down out of date information and adding new things as needed.
2. Build registration forms, event and handout page before each event and work with the Treasurer to ensure payments are processed appropriately.
3. Work with New Media web designer to implement larger changes to the website.
4. Reply to all inquiries made through the contact us page or forward inquiries to another board member as needed.
5. Make sure the invoice bill for website hosting is forwarded to the treasurer twice per year.
6. Attend at least two board meetings per year, usually held once per quarter to provide a summary of website updates/changes at board meetings. If unable to attend a board meeting, notify president of any updates that need to be presented to the board.
7. Ensure that all links are functioning at least once per month and fix non-functioning links and problems with the website as they arise.
8. Make and vote on motion presented at board meetings.
9. Conduct business in accordance with the By-laws of the NCABB.
10. Serve on committees as requested.
11. If unable to perform duties, the website chair shall notify the president so that an alternate member may be selected to complete duties.