



**Human Resources Association
of Greater Detroit**

WEB MASTER

Position Summary:

Create and/or maintain chapter web site.

Responsible To:

The members of the chapter
The chapter president

Responsibilities:

- Procure and maintain a third party web server and domain name registration.
- Develop and maintain web site and uploads site to web server.
- Edit web pages, post PDF files, create new links, post SHRM and chapter information as needed to keep web site current.
- Respond to member questions and problems regarding web site.
- Test and monitor web site to ensure stability and functionality.
- Communicate with chapter board of directors to make sure all information on the web site is current and accurate.
- Create, as needed, web-based response forms for surveys, etc.
- Attend all monthly membership and board of directors meetings.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resources community.

Requirements:

- Must be literate in HTML, FTP, and web editing tools.

Resources Available:

- SHRM supplies the following resources for chapter web masters
 - Chapter Best Practices
 - Chapter Position Descriptions
 - Chapter Web Site Toolkit
 - SHRM-Approved Graphics for Chapters
 - SHRM Graphics Standards Manual for Affiliates
 - SHRM Leaders Guide

And MUCH MORE...available online at www.shrm.org/vlrc