

Grand Haven Woman's Club – Job Description

POSITION: Information Management Committee Chairperson

DATE: June 2022

QUALIFICATIONS:

- Qualifications specific to the position such as:
 - IT experience (working knowledge of MS word, excel, PowerPoint, etc.)
 - website maintenance (using Wix platform preferred)
 - owns a computer (desktop or laptop)
 - knowledge of internet navigation and communication skills
- Background/Past Experience needed such as: Computer skills, Networking skills

RESPONSIBILITIES:

- Website – maintain the GHWC website and ensure that all information is current
 - Coordinate with the President, Board, CSPs and Special Committees to ensure that information is correct and it is updated in a timely manner (i.e. Calendar, Events, Newsletter, Members, Photos, etc.)
 - Create Forms using the 123FormBuilder app
 - Extract volunteer information as needed and create pie charts of volunteer information (hours & donations) and upload to the website
 - Budget costs for website related applications and ensure payments and upgrades are justified and completed as needed
- Reporting – coordinate the collection, preparation and reporting of information
 - Annual Statistical and Narrative reports to the GFWC
 - Quarterly and Annual Membership information report to the GFWC
- Facebook – ensure appropriate postings to the GHWC Facebook page
- Photographer – take photos at meetings and events
- Other - maintain or provide support as needed
 - Maintain files, user access and budget costs for Dropbox
 - Maintain generic Gmail accounts used by the Board, CSPs, Special Committees, etc.
 - Schedule ZOOM meetings as needed and maintain application/account
 - TechSoup – maintain account and upgrade as needed
 - Maintain inventory file of software and hardware

DETAILS:

- Maintains the website and keeps up to date information on the site and in Dropbox
- Writes media for Facebook page
- Completes and submits reports to GFWC

TERMS AND VOTING PRIVILEGES:

- This position is a Standing Committee appointed by the President
- This position does not have term limits
- This position has voting rights on the Board and attendance is necessary to ensure quorum