

Website Coordinator Duties

Website Coordinator

The Website Coordinator is a non-voting committee position. This person is responsible for coordinating and updating all information for the chapter's mini-page located on the corporate website (www.letip.com).

This individual must update information changes in a timely manner including board member changes, meeting location (date and time), mixers and other special events. This is extremely important, as prospective members may go to the wrong venue if this information is not correct.

The Website Coordinator, depending on the Board's decision, may also be responsible to make sure members listings and open categories are correct.

It is not necessary for the Website Coordinator to have web design skills, but a basic understanding of HTML formatting will help greatly.

The Website Coordinator is expected to have a back-up coordinator in place in the event of an extended absence or vacation of the Website Coordinator.