



www.twc-detroit.org

Webmaster Chairperson

Position Description

Type of Position	Committee	Commitment Length	1 Year
Continuous Recovery	1 Year	Time Commitment	High

Role of the Webmaster Chairperson

The Webmaster Chairperson is responsible for coordinating the website design with the theme of the conference. This position requires constant attention to website maintenance and content updates. The Webmaster position is one of the most time intensive and skill based positions of TWC.

Essential Functions

- Create the overall website design for the conference.
- Update website continuously.
- Organize tasks to facilitate successful project completion.
- Set-up and configure e-mail addresses.
- Set-up and configure Paypal account for online registration.
- Be able to pay for website and be reimbursed (approx. \$200).

Talents Needed for Success

- Advanced computer skills required.
- Familiarity with Homestead's Site Builder application.
- Familiarity configuring Paypal application.
- Advanced project management skills.
- Creativity in the area of design.
- Ability to work within a budget.

TWC Purpose (taken from the TWC bylaws)

The purpose for which the corporation is organized is solely for charitable and educational purposes as described in Section 501 (c) (3) of the Internal Revenue Code of 1954 (as amended or corresponding provisions of any future United States Internal Revenue Code), especially relating to the education of gay, lesbian, bisexual, transgender and allied communities on substance abuse issues.



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Discrimination policy (taken from TWC bylaws, Article VI – Public Policy)

This corporation, in its dealing with clients, applications, employees and organizations will in no way discriminate against any individual or group of individuals because of race, creed, color, sex, sexual orientation, gender identity or expression, disability, religion, national origin, age, height, weight, veteran status, marital status or political affiliation.



Webmaster Chairperson

Timeline

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The Webmaster Chairperson is responsible for the entire look and feel of the TWC website. It is critical that website development be aligned to the current year's theme. This position requires a named co-chair for smooth transition between program years.

Timing	Task / Item
<p style="text-align: center;">Every Month</p>	<ul style="list-style-type: none"> • Attend every Committee meeting. • Send out group emails, once per month <ul style="list-style-type: none"> ○ Update previous year's email and send to Chairs for approval prior to sending to TWC group e-mail list. ○ Ask Committee Chairpersons for input on content. ○ E-mails should be sent three weeks prior to each event. • Update "Events" page after each event by moving the most current event to the top and the past one to the bottom. • Upload and link flyers for events to each event title. • Update "index" page monthly with current fundraising flyer/artwork. • Post all documents on the "Board" and "Committee" pages as requested by the Board; e.g., minutes, contact list, By-Laws, etc.

Timing	Task / Item
<p style="text-align: center;">July</p>	<ul style="list-style-type: none"> • Design and launch website for upcoming year
<p style="text-align: center;">September (1st week)</p>	<ul style="list-style-type: none"> • Send out first group e-mail by merging Outlook & Word using Excel spreadsheet as a data file for e-mail addresses. • Copy last year's e-mail from the corresponding month; update it with the current dates and send it to the chairs for approval before e-mailing. • Get updated e-mails from Registration Chairperson for database. • Ask Board to determine passwords for private "Board" & "Committee" tabs on website. • Set up e-mail accounts on twcdetroit.org. <ul style="list-style-type: none"> ○ Forward to personal e-mail accounts of users. ○ Send users an e-mail informing them of the account, etc.; e.g., entertainment@twcdetroit.org would be set up to forward to the Entertainment chair's personal email account.



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December	<ul style="list-style-type: none"> • Design & update web page for launch of online enrollment. • Set up Paypal account with multi-user access for Webmaster, Treasurer & one of the Chairs, to establish checks & balances. • Set up account to go to “registration@twcdetroit.org”; must be done at least several weeks in advance of launch in order to verify bank account on Paypal.
January	<ul style="list-style-type: none"> • Launch online registration & post newsletter under “Registration” tab. • Post workshop schedule from Programming under the “Conference Schedule” tab. • Remind Treasurer to transfer funds from Paypal to the bank account.
February	<ul style="list-style-type: none"> • Renew website (approx \$200/year) and forward e-mail receipt to Treasurer for reimbursement.
February 28	<ul style="list-style-type: none"> • Update pricing of online registration to reflect “full” prices as opposed to early registration discount.
Thursday before the conference	<ul style="list-style-type: none"> • Take online registration and Registration form down; as previously agreed to with the Registration Chairperson. • Post note on website that registration must be done at hotel.
One week following the conference	<ul style="list-style-type: none"> • Discuss with the Treasurer on when he/she will do final transfer to bank account and process any refunds that might be due. • After all transactions are processed and balance is zeroed out, close Paypal account. • Take down links to completed event flyers, etc., and post notice to check in the fall for the following year’s website & event information; thank everyone for a successful conference.
Following the Conference	<ul style="list-style-type: none"> • Be available for transition to new Board and Committee as needed.