

## **CCMGI WEBSITE CHAIRPERSON JOB DESCRIPTION**

The Website Chairperson will develop and administer the website for the enjoyment of the CCMGI membership and the general public.

The Chairperson will update the site as needed with information given by members of the Board of Directors and Committee Chairs, subject to any current Board guidelines and Federal, State or local laws, including Federal Copyright law.

The Chairperson will maintain an active dialog with Committee Chairs to ensure that each committee is represented on and supported by the website as appropriate.

The Chairperson will be responsible for maintaining the Domain Name registration and the online website editing service to ensure that the website remains active, with reimbursement from CCMGI for the costs involved.

The Chairperson will be responsible for keeping the Board of Directors informed of any problems or issues with the website and its maintenance, including making any periodic reports that the Board may request.

The Chairperson shall be responsible for training other CCMGI members as requested by the Board and be mindful of the need for succession planning.