

SASKPIC A Chapter of Infection Prevention and Control (IPAC) Canada



Section: Job Descriptions	Approved: April 11, 2018
Title: Webmaster	Revised: March 3, 2020
Number: SP 2.6	President: Karrie Yausie

Purpose

To maintain a current presence via a website which serves to enhance communication with the members.

Policy

The chapter webmaster maintains the chapter's presence on the IPAC Canada website.

Term

The term of this position is three (3) calendar years. A second 2 year term may be served at the discretion of the SASKPIC membership.

Eligibility Criteria

Candidates for Chapter Webmaster must be members in good standing of IPAC Canada and IPAC- SASKPIC and agree to fulfil the functions of the position as outlined.

Procedure

The Chapter Webmaster

1. Provides input and direction for the growth and design of the chapter website.
2. Promotes the use of all website components within the chapter.
3. Provides user guidance to chapter members who use the website.
4. Provides updates to content on the chapter website as required and as directed by the chapter executive.

Function

1. Works closely with the executive and chapter committees to provide timely information to the chapter website.
2. Updates chapter information on the IPAC Canada website.
3. Monitors the chapter website in its entirety for time-sensitive information.
4. Attends the annual IPAC Canada Conference with financial support from the chapter every third year (rotating with other members of executive excluding President, President Elect and Member At Large), as funds are available
5. Regularly checks for broken links on the chapter website and fixes them.
6. Orients the in-coming Webmaster to ensure a seamless transition.
7. Attends the annual chapter webmaster's meeting.
8. Provides a report on website activities at each general meeting.
9. Ensures website content reflects both public material (information for non-members) and internal chapter material that will be on a password-protected portion of the webpage.

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References:

IPAC Canada Policy 2.11, *Board Job Descriptions*: <https://ipac-canada.org/policy-manual.php>

IPAC Eastern Ontario Job Description Webmaster #2.9: <https://eo.ipac-canada.org/photos/custom/policymanual/2-9%20Chapter%20Webmaster%202017March.pdf>



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