

# Lea County Women's Network

## BASIC RESPONSIBILITIES

### Website Coordinator

Description	Timeline
Observe President's Monthly Letter	Check monthly on website / notify President if not there
Work closely with Electronic Communications person	On going process
Take pictures at Membership luncheon of Speaker / Speakers	Taken monthly at luncheon
Take pictures at Membership luncheon of Guest / Guests	Taken monthly at luncheon / possible newsletter or new member website picture
Assist other members in posting pictures or articles on the Website/Newsletter	As soon after their request
Write article for Newsletter of Speaker's Presentation in Website	Coordinate w/2nd Vice-President done shortly after Membership Luncheon
Find articles newsworthy for Website	Update regularly on website
Find Quotes newsworthy for Website	Update regularly on website
Honor Membership birthdays in newsletter	Keep updated list of Member's birthdays List in newsletter monthly
Monitor all editorial content to see that each office is compliant wth requirements	Monthly
Production of website Newsletter	On going - - try for 1st week of each month
Notify membership /new Newsletter	On completion of each new Newsletter on website
Collect and write Membership Bio's in Newsletter	On going - - one / two monthly
Post Thank You notes/cards on Website	Coordinate with Board for notification of any received
Will attend the monthly Board Meeting	Monthly
Will send proxy when I can't attend	Monthly
Will notify the President when I can/can't attend meetings	Monthly

The Website Coordinator shall appoint a person or persons to help her fulfill the duties of this office.