

## **Job Description for VBODA Website Manager position**

The Website Manager (Webmaster) is responsible for the accuracy and maintenance of the VBODA Website.

Duties include (but may not be limited to):

- Responsible for development, implementation and maintenance of the VBODA website.
- Provides and monitors a framework for website membership
- Facilitates the transfer of website collected data with appropriate officials
- Monitors web traffic
- Posts content provided by organization members
- Oversees the development of web content
- Maintains web server and supporting technologies
- Ensures that the VBODA site meets the needs of the organization.
- Advise the Executive Board on appropriate technologies and software that will further enhance the VBODA Web presence.