

## **Assistant Website Manager**

1. **Purpose:** Acts as an apprentice to the Website Manager and assists with managing the Society's website [<http://soga.org/>] via Wild Apricot, a web-based content/membership management system
2. **Term of Office:** One or two years based on need. Appointed by the Website Manager with final approval by the President and Executive Board.
3. **Voting Status:** Non-voting member.
4. **Major Duties/Responsibilities:**
  1. Adds, removes, or edits content on the website per the Website Manager's request
  2. Works to maintain an organized File Manager in Wild Apricot by following consistent and informative filing naming patterns for uploaded content
  3. Assist in ensuring that the site maintains a consistent look and feel, especially as new content is added; corrects grammatical, typographical, and other errors as found
  4. Contributes input to the Website Manager for board reports
  5. Updates the events calendar in conjunction with the SGA Newsletter, the Georgia Archives Month Committee, and as needed
5. **Approved by the Executive Board: October 12, 2010**