

**SECTION:** Executive Members

**ORIGINATED:** July 2019

**SUBJECT:** Job-Description, Webmaster

**REVISION:**

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**POSITION:**

Webmaster/Knowledge Transfer Co-ordinator

**DESCRIPTION:**

The IPAC-SWO Webmaster will maintain the IPAC-SWO Chapter website to maintain a chapter presence online and to enhance communication with the Chapter members.

**TERM:**

Two (2) years

**RESPONSIBILITIES:**

1. Attends all IPAC-SWO Executive and Chapter Business meetings and prepares regular updates to be presented to the membership.
2. Provides input and direction for the growth and design of the Chapter website and ensures that the website content is in keeping with IPAC-Canada's stated mission and values.
3. Ensures that information published on the IPAC-SWO website is accurate and that all external links point to reputable websites.
4. Requests assistance or guidance from IPAC-Canada Webmaster as needed.
5. Participates (virtually or in person) in annual webmasters meeting scheduled during the IPAC-Canada National Conference.
6. Maintains password-protected areas on the website for publishing materials of interest to IPAC-SWO Members, Education Committee and Executive.
7. Maintains permissions obtained for the use of proprietary content, images, links etc;
8. Monitors the IPAC-SWO website for time sensitive information.
9. Regularly confirms function of internet links and updates broken links on Chapter website.
10. Post minutes of Education Committee, Executive and Chapter Business meetings on the IPAC-SWO website.
11. Maintains an IPAC-SWO issued flash drive containing records pertaining to the position of Webmaster and ensures that the flash drive is passed to the incoming Webmaster.
12. Orients the in-coming webmaster to ensure a seamless transition.