

Maintains the Women Helping Others (WHO) Web site, consisting of the Homepage and links to such other pages as the President's Newsletter, etc.

Receives periodic and special emphasis requests from Club Officials for inclusion and/or deletion of material. Organizes, adds, deletes, and otherwise updates material periodically in order to provide current information and guidelines to the membership.

Determines the most appropriate and effective layout, margins, font, colors, style, and ancillary images to place on each page of the Web site utilizing the Community Association Members First program.

Works with the Web Team assistant. The assistant sends out the President's two monthly emails and updates the calendar.

Qualifications: Knowledge of the overall organization and functions of the Club; skill in organizing and planning work; and ability to deal effectively with various individuals requesting changes to the Web site.