



## MINNESOTA SECTION

The American Institute of Professional Geologists

### Webmaster Duties Summary

- There are no term limits to the Webmaster role; however, the Webmaster must be willing to perform the duties of the role and the acting MN Section of AIPG (Section) President must appoint the Webmaster each year.
- Review and update all materials posted to the public Section website located at [www.aipgmn.org](http://www.aipgmn.org). Administrator login is accessed by clicking “Admin” in the far bottom right corner.
- Ensure the website is properly functioning and interface with the Website facilitation company, StarChapter, as necessary to ensure proper functionality/accessibility of the website.
- Maintain an accurate list of website administrators (e.g. VP, President, President-Elect, Secretary-Treasurer, Sponsorship Chair, Assistant Webmaster), their updated contact info, and accurate email forwarders.
- Maintain accurate list of member contact info and non-member contact info; coordinate with Nationals and the Section Membership Chair to ensure member contact info is accurate.
- Assist website administrators and members with username and password resets accordingly.
- Assist members, non-members, and other website patrons with troubleshooting website access issues, event registration, and posting requests.
- Contact executive committee to request permission before posting anything to the public website besides authorized event info (descriptions, announcements, photos, etc.), meeting information (agendas, minutes, etc.), sponsor information, and job information.
- Coordinate luncheon postings and luncheon announcements through the website with the VP.
  - Verify luncheon posting content,
  - Verify luncheon sponsor content is accurate including logo and links
- Send three luncheon announcements to Section members and non-member contacts prior to the luncheon of interest, typically:
  - One email announcement 2 weeks prior to luncheon,
  - One email announcement 1 week prior to luncheon,
  - One email announcement 1 day before online luncheon registration is closed.
- Coordinate event postings and announcements (socials, happy hours, fundraisers, trainings, field trips, partner organization events, surveys, etc.) through the website with Section Executive Committee Members or others (e.g. Student Chapter leaders) who organize the event or announcement and the Assistant Webmaster.
- Coordinate newsletter postings and announcements with the Editor and the Assistant Webmaster.

Yellow = Possible Assistant Webmaster duties