

Section: Job Responsibility

Section: 101-02.9

Subject: Web Master (Web Site)

Date: March 2009

Reports to: President and BOD

Purpose: Provides current information via website for the SCAPAN members and interested others

Role & Responsibility:

1. Responsible for keeping SCAPAN.com website up to date with input from BOD and payment of required fees. Fees will be reimbursed by SCAPAN.
 - a. Sets deadlines for submission of material for website (coincides with newsletter information submission)
 - b. Corresponds with authors of submitted materials as needed for clarification.
2. Attends BOD meetings and reports activities related to the web site. Is not a voting member unless currently holding position as SCAPAN officer.
3. Submits website information to ASPAN as applicable.
4. Recommends items for web site including but not limited to information included in each Eye Opener issue:
 - a. Presidents Message
 - b. District Reports
 - c. Committee Reports
 - d. Education Articles
 - e. ASPAN and Foundation Report
 - f. Calendar of Events
 - g. BOD Directory
5. Includes when appropriate:
 - a. PANAW
 - b. Annual SCAPAN Conference Information
 - c. ASPAN National Conference
 - d. Willingness to Serve
 - e. Point System
 - f. Excellence in Clinical Practice Award
 - g. District seminars
 - h. Updated by-laws (or link to by-laws)
 - i. Newly certified CPAN – CAPA nurses
(include first initial, last name, and facility name)
 - j. New members
6. Maintains a notebook on pertinent web site activity to pass on to successor.

Original JHS / LMW February 2007

Revised 7/08
Reviewed 3/09