

## **Association of Legal Administrators Metropolitan Detroit Chapter**

### **Position Description for the WEBSITE COORDINATOR**

#### **Qualifications**

The Website Coordinator shall be able to make a one-year commitment to the Association and meet the regular membership qualifications of both the Metropolitan Detroit Chapter and the Association of Legal Administrators.

#### **Basic Functions**

The Website Coordinator is a non-voting member of the board and shall attend each board meeting and as many chapter functions as possible.

#### **Specific Functions**

1. Act as the Chapter's communications link for the entire membership.
2. See that the Chapter website is current.
3. Work with website vendor to maintain the Chapter website.
4. Maintain the member's list serve database.
5. Send e-mail notifications to all Chapter members as needed.
6. Promote use of website and other applicable Chapter social media.