California Alpine Club

**Volunteer Positions**

**CAC Website Chair**

*The California Alpine Club, established in 1913, is a large and active social club. CAC is also a state of California non-profit corporation and an all volunteer-run organization. Without your help we would cease to exist! Because volunteer leadership changes on a regular basis and the jobs themselves change over time, these Volunteer Position documents are not meant to be a set of rules, but rather they serve as current “best practice” guides. The information has been compiled by individuals who have held a particular position. Reviewing the information will enable an incumbent, possible incumbent, or any interested party to better understand what the job entails. These documents are meant to be updated on a regular basis. The Volunteer Position documents become our institutional memory. Thank you for your service!*

***The Website Chair******shall:***

***Become familiar with the CAC website at californiaalpineclub.org. Help to ensure that all Web-published information regarding and/or affecting your position is kept up-to-date.***

* Oversee ongoing maintenance and improvements to website. Provide monthly report to the Board of Directors. Additional responsibilities may include:
	+ Organize and chair website committee meetings either in person, by conference call or other electronic means
	+ Maintain contact with committee members, volunteers and independent contract workers
	+ Have awareness of delegated responsibilities
	+ Assist in occasional editing and posting to website as needed
	+ Be involved in any major development or revisions to the website

**Thank you for serving as our Website Chair and for making our Club stronger!**

[Website Chair] [Margy Eller [2.24.2015]