

## 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](http://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!**