**IEEE WebMaster** Job Description

**OVERVIEW:**

IEEE Webmaster coordinates the planning, maintenance, and accessibility of the SEM Website content in a way that ensures the consistency of the site‘s look and feel. This position will perform day-today administration of the section's SEM WEB portfolio.

The usual term of office for the position of **IEEE Webmaster** is one year. Term of office begins in January and ends at the end of December with the possibility of reappointment. The time needed to fulfill this volunteer position is approximately 7 hours per week.

**ROLES:**

* Serves as a member of the IEEE Section Communications Committee
* Preside in all Web matters at section meetings
* Represent the Section at IEEE gatherings, particularly relating to the IEEE SEM web activities
* Upon request, represent the Section at Regional Committee Meetings.

**DESCRIPTION OF RESPONSIBILITES:**

* Monitors and measures the success of community (i.e. number of users, number of discussions, resource postings, and events within the SEM website etc.), and provides regular written reports to the Communications Committee
* Receive and respond to all e-mail messages for the web master in a timely and courteous fashion
* Regulate and manage access rights of different users on SEM WEB
* Create and modify the appearance and lay out content on the SEM WEB
* Maintain SEM WEB resources, and coordinate with the Section Secretary to ensure that all Section guidelines and policies are up-to-date
* Coordinates with other IEEE SEM executive members to ensure successful coordinated conversation, training and education
* Check hyperlinks regularly to insure validity
* Attend Section Communications (ComCom) and Executive Committee (ExCom) meetings regularly for information exchange and/or action
* Be aware of Section's operations and their needs for use of the SEM WEB.

**ELIGIBILITY:**

Must be an IEEE Student Member, Graduate Student Member, Member, Senior Member or Fellow grade in good standing and reside within the geographic boundaries of the Section.

**QUALIFICATIONS & SKILLS:**

* Honesty, integrity and adherence to high ethical standards
* Ability to dedicate service to the IEEE while maintaining balance with professional and personal life
* Be willing and able to contribute positively to the decision-making processes of the IEEE
* Understand the sometimes conflicting interests of the various constituencies of the IEEE and to act in the interest of all Section members and the general public
* Ability to meet deadlines and to respond to communications in a timely fashion
* Attention to detail and strong organizational and communication skills
* Preferred 1 year experience working in the SEM WEB
* Good communication skills, both oral and written are essential
* Must stay up-to-date on the online community space.

**ESTIMATED TIME REQUIREMENTS:**

**4 – 8 hours per week** - this number may vary depending on the number of active members and/or activities within the SEM WEB

**In–Person meetings -**Section Communications Committee and/or Section Executive Committee meetings

1-4 face to face and 10-12 conference call meetings per year (typical schedule).

**REIMBURSED EXPENSES:**

Ordinary and necessary pre-approved IEEE travel expenses are reimbursed in accordance with IEEE policies or the budget of a given IEEE Committee or Section.

**CONTACT:**

IEEE Section Communications Committee Chair

(Refer to the IEEE SEM Officers Roster)

**Section Mission**

Inspire, Enable, Empower and Engage Members of IEEE at the local level.

For the purpose of:

* Fulfilling the mission of IEEE
* Enhancing the members’ growth and development throughout their life cycle
* Providing a professional home

**Section Goals**

* Increase member engagement
* Improve relationships with and among members
* Increase operational efficiency and effectiveness, within the section and its interfaces
* Enhance collaboration – serve as the local face of IEEE to the community
* Increase membership
* Ensure the collection of appropriate information necessary to assist the IEEE to become a data driven organization