

NATIONAL EMERGENCY NURSES ASSOCIATION



Board Policy	Job Description Website Coordinator
Number of Pages	1
Approval Date	February 2016
Past Revision Dates	None
Next Revision Date	November 2018

JOB DUTIES

1. Liaise with Board of Directors and members of President's Council.
2. Assists with national and regional conferences advertisement.
3. Maintains NENA website to ensure that current information is displayed.
4. Acts as contact resource for Association members/external stakeholders who wish to utilize website services.
5. Utilizes current technology to maintain ongoing communication among the Board of Directors and the President's Council.
6. Liaise with NENA web host.
7. Manages NENA membership issues.
8. Manages NENA website access.
9. Manage and update as necessary email forwarding system.
10. Term of office – begins July 1 the year of appointment. Length of term set by NENA Executive.
11. This role involves at minimum 8 - 10 hours per week of your time. It is expected that you will attend NENA Board meetings as directed, monthly teleconference meetings, the AGM and National Conference.
12. Other duties, responsibilities as determined by the President