

Website and Email System Maintenance Job Description

Maintain Website

1. Keep website up to date. This includes (but is not limited to):
 - a. Place all know events on the Activity Calendar.
 - b. Add upcoming events to main page, add details as they become known.
 - c. Change Board members and contact information as needed.
 - d. Change Registration Box Keepers as needed.
 - e. Put new Registration Box Spreadsheet on website annually.
 - f. Put Newsletters on website.
 - g. Put Meeting Minutes on website.
 - h. Update Cabin Hosting Handbooks on the website to keep in sync with book.
 - i. Add Volunteer Badge Purchasing info in spring, and coordinate sales with person doing ordering.
2. Make sure membership info from PayPal is going to membership chair.
3. Transfer PayPal money to bank and give Treasurer details of deposit.
4. Keep payment information up to date, so website and domain are renewed when due.

Maintain Email System (Vertical Response)

1. Purchase additional emails as needed.
2. Assist President with sending out emails as requested by lead personal.
3. Help keep email list up to date.
 - a. Check for unsubscribed and bounced emails, and determine reason, and fix as needed.
 - b. Add and remove forest service personal as needed.
 - c. Create contact list for special needs. i.e. members who have not renewed.