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|  | League of Women Voters of New Mexico  Job Description – Webmaster/Technical Specialist |

**Role:**

Assist LWVNM President, Board members, committees and study groups by posting or modifying website information as requested or as needed. Maintain and update League website in order to keep the public and League members informed about League events, elections, and legislation and provide links to electronic resources. Keep permanent backups on separate storage devices updated and safe, sharing stored files and devices as needed. Work as a team member to provide on-line technical support. Serve as a member of the Communications Committee and on LWVNM Board if possible.

**Responsibilities:**

* Keep records of ISP contact information and access information (usernames, passwords, etc.)
* Keep home page current.
  + Flag special events
  + Provide links to elections and election-related material
  + Flag new publications and links
* Post relevant versions of documents in Word, Excel, downloadable PDFs, and/or HTML
* Place older documents in searchable Archive Center for reference and history and on backup device(s)
* Link to local Leagues’ websites for public to access *Voter Guides* and other publications.
* Post prominently the final PDF version of each current *La Palabra* on home pageand maintain links to previous issues
* Work with Communications Committee Chair on LWVNM social media (Facebook, Twitter)
* Work with Constant Contact administrator and Membership Director for LWVNM
* Advise Board on use of website and social media and set up access and guidelines for posting and updating
* Train additional technical support personnel
* Provide technical support to select individuals who can maintain specific parts of the website, especially Action and Advocacy section. Note: Action pages need to be updated very frequently during legislative sessions and reviewed monthly at other times
* Update Board Resources and other pages as necessary. Note: The Board Resources pages should include draft documents as well as approved procedures and positions as well as portfolio descriptions, and resources shared among local Leagues and with LWV.
* Update program pages, bylaws, and positions after Convention and Council. Note: Member Resources page should include only approved documents, such as minutes and Board-adopted positions and bylaws amendments
* Update calendar and events listings keeping them current
* Update contact information for elected officials as necessary
* Update educational information on Links/Forms page

**Update Email Aliases and Assist with Other Communications Activities:**

* Update aliases when office holders change. Current configuration follows.

LWVNMBoard@yahoogroups.com (goes to all Board members)

president@lwvnm.org (goes to President only)

leaders@ (goes to President and Vice President)

action@lwvnm.org (goes to Action Committee Chair)

communications@lwvnm.org (goes to Communications Committee Chair and President)

lwvnm@lwvnm.org (goes to both Action and Membership Leadership Development Director)

membership@lwvnm.org (goes to Membership Chair)

webmaster@lwvnm.org (goes to Webmaster/Technical Specialist)

nominations@lwvnm.org (goes to Nominating Committee Chair/members)

* Create new aliases if needed
* Keep records of email list names and hosts, owners, moderators and settings
* Issue email list invitations to Board members and membership
* Remind membership of list availability in state and local newsletters
* Maintain a page on the website with information on the available lists and provide convenient links to join from website.
* Work with Communications Director to monitor "bounce" lists and remove nonfunctional email addresses, contacting members with bad email addresses if possible.
* Monitor website and email lists for spam and take appropriate action to repress
* Set up additional email lists as needed; delete lists that are no longer needed

Record instructions for changing e-mail addresses with current ISP

**RESOURCES**

**Current email lists:**

* [LWVNMTopics@yahoogroups.com](mailto:LWVNMTopics@yahoogroups.com)
* [LWVNMAction@yahoogroups.com](mailto:LWVNMAction@yahoogroups.com)
* [LWVNMFair@yahoogroups.com](mailto:LWVNMFair@yahoogroups.com)

**Current website host**

Domain name registered with Godaddy through Cheryl Haaker, (505)298-7415, [ckhaaker@gmail.com](mailto:ckhaaker@gmail.com)

Southwest Cyberport’s [www.nmia.com](http://www.nmia.com), New Mexico Internet Access

Help desk: [help@nmia.com](mailto:help@nmia.com), (505) 247-0888 Norman W., David Taggart

Currently hosted at no charge to LWVNM

**RECORDS CHECKLIST**

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| **DOCUMENT or ARCHIVE ITEM** | **COMMENTS** |
| Backup device for storage of documents and other items that are on website as well as those that are taken off. | Website is our current archive for most of our documents. Standard protocol for backing up documents and archiving them. |
| Documentation for all established on-line tools  Listing of all logins and passwords and contact information for providers and League members providing technical support | e.g., hosts, contacts, passwords, sources for assistance, detailed procedures if appropriate |