



Elk River, MN

WEBMASTER

Position Summary:

Create and/or maintain Chapter website. Work with SHRM Website Administrator(s) as necessary. Core Leadership Position to Board of Directors serving a 1-year term with no more than 2 consecutive terms.

Responsible To:

The members of the Chapter
The Chapter President
SHRM Affiliated Website Program Administrator

Requirements:

- Experience in HTML, FTP, and web editing tools helpful
- Maintain SHRM membership in good standing
- SHRM Certification highly encouraged
- Must regularly attend monthly membership meetings and Board meetings as scheduled

Responsibilities:

- Maintain and update North Star SHRM's SHRM Affiliated Website as needed
- Work with the SHRM Affiliated Website Program Help Desk to resolve website problems
- Edit web pages, post PDF files, create new links, post SHRM and Chapter information as needed to keep website current
- Respond to member questions and problems regarding website
- Monitor website to ensure stability and functionality
- Communicate with Chapter Board of Directors to ensure all information on the website is current and accurate
- Provide webpage updates at Board of Director meetings
- Participate in the development and implementation of short-term and long-term strategic planning for the Chapter.
- Represent the Chapter in the human resources community
- Upon completion of the position's term, assist the incoming Web Master to ensure a smooth transition of responsibilities and continuity of knowledge and resources

Resources Available:

- SHRM supplies the following resources for Chapter web-masters
 - Chapter Best Practices
 - Chapter Position Descriptions
 - Chapter Web Site Toolkit
 - SHRM-Approved Graphics for Chapters
 - SHRM Graphics Standards Manual for Affiliates
 - Fundamentals of Chapter Operations
- And MUCH MORE...[available online](#)