



JOB DESCRIPTION

WEB SITE COORDINATOR

Job Reports to: President/Board of Directors

Date Written: 10/2000
Date Reviewed: 04/2011
Date Revised: 05/2011

Perquisites:

1. Computer knowledge.
2. Active ASPAN/WISPAN membership.

Job Responsibilities:

1. Maintain and update Web site contents.
2. Attend the annual planning meeting of the WISPAN Board of Directors. Has open invitation to attend all Board of Directors' meetings.