

## Website Chair

### A. Tenure:

The Website Chair will serve for one (1) year. This is an appointed position.

### B. Duties:

The Website Chair will:

1. Maintain the Southwest Virginia Academy of Nutrition and Dietetics' (SVAND) online presence at [www.eatrightsvand.org](http://www.eatrightsvand.org).
2. Attend Board of Director Meetings, at least quarterly, in person or by conference if necessary.
3. Attend Member Meetings as often as possible.
4. Keep the organization's website up to date including but not limited to: current events, board meetings, member meetings, messages from the president, organization highlights, member only section updates (including updating job postings, uploading newsletters, ensuring the membership directory is available and current to members, and ensuring access to the Nutrition Care Manual and Pediatric Care Manual is in good working order).
5. Coordinate online registrations and payments for annual membership
6. Coordinate online registrations and payments for member meetings, CEU events or networking events.
7. Manage the SVAND official email account
8. Work with the secretary to update registrations to member events as members or non-members register for events hosted by SVAND.
9. Work with the membership chair to update the membership directory as members register or renew membership online.
10. Keep track of online accounts, including username and passwords that directly relate to the website
11. Recruitment of new members and retention of current members as a duty of all board members.

### C. Committee Memberships

Board of Directors