



Voting Member: No



Reporting Manager:
Marketing &
Communications Manager



TERM: 1 Year

The information given below is intended to provide an understanding and appreciation of the general role. The position description outlines the main purposes in general terms only and is not intended to be prescriptive.

You may be required to carry out other duties in order to commensurate with the role. This will not change the character or purpose of the role but will be necessary to maintain the high standards of CMHA.

This position description may be altered from time to time to meet the changing needs of the Association.

POSITION OVERVIEW

The Webmaster serves as the primary contact for all aspects of CMHA's website, handling a range of responsibilities that may include web design and development, routine site and content maintenance, and various updates to ensure sites align with the goals and objectives of the Association.

GENERAL DUTIES / KEY RESPONSIBILITIES

- The webmaster will be responsible for maintaining servers and ensuring the CMHA website is functional, user-friendly, visually pleasing, and up-to-date.
- Coordinating with designers, content providers, and management or business owners to ensure content is relevant and up-to-date.
- Track hits and provide regular reports to the Board regarding usage.
- Be creative in identifying potential areas of improvements to the website.
- Ensure all board members have email accounts and are trained on the email platform.

Position Description Review Date: May 29, 2022	Board Approved (Y)
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