

NORTH CAROLINA ASSOCIATION FOR HEALTHCARE QUALITY



POSITION: Website Manager Elect

This person shall be responsible for learning the role of the Website Manager. This will include but not be limited to assisting Website manager in oversight of the NCAHQ website in its design, friendly capabilities and functioning links to make this an excellent vehicle for member resources and information.

Objectives:

- To support the vision, mission, goals and objectives of NCAHQ
- To be knowledgeable of the NCAHQ Bylaws
- To provide a website that supports the vision, mission, goals, and objectives of the North Carolina Association of Healthcare Quality, within the boundaries of the organization by-laws

Qualifications:

1. Active NCAHQ member
2. Ability to commit amount of time necessary to perform duties (Approx. 1-5hours/week)
3. Creative thinking abilities.

Duties include:

1. Learn and assist with the oversight, design, and functionality of the NCAHQ website, including the following:
 - a. Monitor the NCAHQ website to ensure user-friendly capabilities and functioning of links
 - b. Design web updates and electronic mailings as needed with input from other members of BOD or committee members
 - c. Monitor the NCAHQ email account and triage/respond to messages as appropriate
 - d. Partner with website vendor and Treasurer to coordinate the online payment system
 - e. Manage members-only and BOD-only pages
2. Participates in the development of the annual budget as well as the ongoing monitoring of resource consumption to ensure financial viability and long-term stability.

3. Participates in the development and ongoing review of the strategic plan as it relates to the overall success of NCAHQ.
4. Other duties as delegated by the President or Board of Directors for the operation of NCAHQ.