

NORTH CAROLINA ASSOCIATION FOR
HEALTHCARE QUALITY



POSITION: Website Manager

This person will serve as the primary contact for all website-related communications and shall be the primary contact with the website vendor. This person will be responsible for making changes to the website, posting events, maintaining events calendar and job postings. This person will also be responsible for sending electronic notifications to NCAHQ members in regard to upcoming events, job postings, and any notifications deemed necessary by the Board of Directors.

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. 1-5 hours/week)
3. Knowledgeable user of the internet and email
4. Creative thinking abilities

Duties include:

1. In collaboration with the Treasurer and the President negotiate the website contract as necessary, in coordination with guidance from the Board of Directors (BOD) and in accordance with budget allowance.
2. Ensure bills are forwarded to the Treasurer for prompt payment.
3. Maintain relationship with website vendor.
4. Update domain contact information annually.
5. Monitor the NCAHQ website to ensure user-friendly capabilities and functioning of links.

6. Monitor the NCAHQ email account and triage/respond to messages as appropriate.
7. Accomplish design changes and updates, including forms creation, new pages, changes to on-line payment vendors, etc. in coordination with BOD guidance.
8. Manage members-only and BOD-only pages.
 - a. Maintain files, organize and reorganize to meet changing needs
 - b. Communicate access issues to web master
 - c. Learn how to manage membership files on the web for access, membership, assist Membership Secretary with reports if needed.
9. Partner with website vendor and Treasurer to coordinate the online payment system.
 - a. Ensure the Treasurer is included in on-line payment communication systems to ensure appropriate allocation of payments.
 - b. Ensure Membership Secretary is included in on-line payment communication systems to ensure appropriate communication with new members, conference registrants, etc.
 - c. Conduct surveys of general membership using an internet survey tool.
10. 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.
11. Participates in the development and ongoing review of the strategic plan as it relates to the overall success of NCAHQ.
12. Other duties as delegated by the President or Board of Directors for the operation of NCAHQ.