

## Terms of Reference

### Webmaster & IT, Canadian Military Wives Choirs Association

#### Overall Role:

1. To maintain the <https://www.canadianmilitarywiveschoirs.com/> website.
2. Assist in any information technology issues that arise.

#### Responsibilities:

1. Create original content to post on CMWCA website
2. Collaborates with PR & Social Media to create and replicate media campaigns on the CMWCA website
3. Collects information from the choirs to update the CMWCA website
4. Attends association board of directors meetings
5. Holds voting rights as a member of the association's board of directors.
6. Reviews and approves of minutes of previous meetings at each regular meeting
7. Reviews and approves monthly financial statements at each regular meeting
8. Obtains a Criminal Record Check within 6 months of taking up the position

#### Skills/Experience needed

1. Willingness to devote the necessary time and effort
2. Strategic vision of the CMWC as a whole
3. Good, independent judgment
4. Ability to think creatively
5. Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
6. Ability to work effectively as a member of a team
7. Experience with website creation and maintenance
8. Familiarity with Google suite; docs, G drive, gmail, sheets, etc
9. Experience using Webex is considered an asset
10. Bilingualism also considered a strong asset, but not necessity