



## Webmaster Position Description

### **Board Objectives:**

The Board of Directors has the responsibility of carrying out the mission and vision of YNPN-Madison. The Board implements and supports plans, policies and objectives to ensure it maintains its values and meets established goals. The Board is a governing body with legal and ethical obligations to the organization and its membership.

### **Position Objectives:**

To maintain the YNPN - Madison website, keep website up to date on best practices (mobile optimization ect.), and utilize the Nationbuilder platform to the fullest extent.

### **Key Roles & Responsibilities:**

- Update YNPN - Madison's website as needed
- Ensure site is functioning properly
- Generate and revise web pages as needed
- Layout content on website
- Examine and analyze site traffic
- Regulate and manage access rights of different users on website
- Plan for future changes of the website

**Time Commitment:** This YNPN - Madison Board of Directors meets every three weeks. Ongoing responsibilities require 1-3 hours of work per week. Board Members are also expected to regularly attend YNPN events.

**Position Benefits:** In addition to gaining experience with website management, general board members benefit from

- Gaining exposure to nonprofit governance procedures
- Developing and enhancing leadership skills
- Meeting awesome people who also want to enhance the nonprofit sector
- Learning about other young professional membership and nonprofit organizations
- Eligible to be elected as President after one year of service