

Internet Liason Position Description

Develop and maintain a continuous reliable source for Section information via the Internet.

Term

One year: July 1 to June 30.

Specific Duties and Responsibilities

- Work with Section Leadership Committee (SLC) to set goals/metrics to support the Section's management process as it relates to the Section's internet presence.
- Communicate/report to the SLC activities performed, status of performance against goals/metric set, etc. for the Section's internet presence.
- Maintain Section's mini web page on www.asq.org, including all information and links to any external Section website. (The URL to the mini web page is <http://groups.asq.org/XXXX> where XXXX = your Section number.)
- Provide current and relevant information about the Section, such as history, mission (should include the Society mission statement), goals, membership benefits, Section events and activities, and reliable contact information for key Section volunteers, etc.
- Be available and knowledgeable of www.asq.org to answer questions and provide support to Section members and other volunteers who need assistance.
- Educate members on the features and information available on www.asq.org to encourage utilization of the website.
- Adhere to established copyright laws.
- Uphold Society Bylaws, Policies and Procedures, and Section Operating Agreement.

Qualifications

- Must be an ASQ member in good standing.
- Must have access to a computer and the Internet.
- No knowledge of html is required if the Section's only web presence is through the mini web page on www.asq.org.
- Preferably, should be proficient with web browsers, the Internet and associated software applications.
- Preferably will have strong writing skills if preparing Section content for the web.

Time Commitment

Approximately 2 to 6 hours per month (outside of Section and SLC meetings).