



Appalachian Mountain Club – Berkshire Chapter **Volunteer Position Description**

Position: Webmaster

Term of Office: 2 years (multiple terms possible)

Summary Description:

The Berkshire Chapter is looking for an organized, creative, and computer-savvy member with experience in website management and maintenance to volunteer as Webmaster for the Chapter! The Webmaster stewards and maintains the Chapter's online web presence at amcberkshire.org, and serves as a member of the Executive Committee. The Webmaster commonly serves for two years, and is eligible to stay on for additional years. Duties may be shared among qualified members of a committee. Current Webmaster will provide training.

Responsibilities:

- Maintain the Chapter's website at amcberkshire.org using the Drupal 7 content management system. Perform periodic website backups and security updates. Renew hosting and domains as needed.
- Create and update website posts (articles and events), pages and image galleries corresponding to AMC chapter communications and events.
- Periodically review website content for stale pages, broken links, etc. Work with committee chairs to keep website content fresh and up to date.
- Create and configure "@amcberkshire.org" email accounts for various committee members and adjust settings as needed.
- Create and configure "@lists.amcberkshire.org" email distribution lists, add/delete members, and adjust settings as needed.

Preferred Qualifications/Skills:

- Member in good standing of the AMC.
- Access to a computer with high-speed Internet service in order to manage documents and information flow.
- Experience with information technology systems.
- Familiar with HTML, FTP file uploading, setting up email accounts through a web hosting site, some Drupal experience is helpful.

Typical Monthly Workload:

- Create several posts for the website as directed by other Executive Committee members, including uploading supporting text and images.
- Backup the website and apply security updates if required.
- Review the website for stale pages and broken links.
- Attend Executive Committee meetings.