



## WEBMASTER

### **Purpose:**

- Collaborate with Executive Committee to maintain the Association's website and support with maintenance of member database as well as promotion of TAVA events and activities

### **Term:**

- Complete 2-year term, from July – June annually

### **Accountability/Report:**

- To membership through the President
- Candidates who have been TAVA members for less than one year must provide a minimum of two letters of reference (professional or character)

### **Time Commitment/Responsibilities:**

- **Time Commitment:**
  - Attend TAVA Workshops each month (approximately 4 hours per month)
  - Attend TAVA Executive meetings each month (approximately 2 hours every other month)
  - Role support (4 hours monthly, some flexibility required depending on ongoing TAVA projects)
- **Responsibilities:**
  - Complete website administration and hosting processes:
    - Provide technical website support to Executive Committee and TAVA members
    - Ensure information on the website is current and accurate (updating new information, events, and activities)
    - Discuss website needs and provide input where needed with the Executive Committee
  - Collaborate with Treasurer to:
    - Submit the manual change of administrative contact email form to Wild Apricot support team (every Sept)
    - Arrange for payment for domain forwarding hosting, through Wild Apricot (every Sept)
  - Arrange for payment of domain name hosting ([www.tavamembership.ca](http://www.tavamembership.ca) - every April)
  - Membership, Conference and Email Support:
    - Collaborate with the Membership Chair to keep membership information current and support where needed
    - Collaborate with the Executive Committee plan/execute conference and to keep conference payment current
    - Collaborate with Executive Committee to manage tavaexec@gmail.com account
  - Provide orientation and training to successor
- **Brave and Healthy Team:**
  - It is the responsibility of each Executive Committee member to keep each other accountable for responsibly creating space for “braver” conversations around topics important to - or brought up by - our membership.
  - It is the responsibility of each Executive Committee member to practice good self-care (notifying other members when they need support or a break) and to keep each other accountable for responsibly maintaining a healthy space for respectful dialogue and completing the work that supports TAVA's mission, and annual Executive Committee goals.
  - Willingness to be flexible with role description and to support other Executive Committee roles as needed.
- **Ethical /Conflict of Interest Issues:**
  - It is the responsibility of ALL Executive Committee members to **NOT** promote speakers, initiatives or projects for their own personal advancement (or the advancement of those they might personally know), or that is in direct conflict with the mission of TAVA or the needs of our membership.
  - It is the responsibility of each Executive Committee member to keep each other accountable for responsibly supporting TAVA's mission, managing TAVA's budget, and in helping to address any arising ethical/conflict of interest issues.

### **Skills:**

- Comfortable with web design: TAVA website hosted by Wild Apricot. And, understanding of technical challenges with websites - ability to fix minor errors and work with Wild Apricot tech support as required.
- Organization, time management, conflict resolution, and commitment to DEI and anti-oppression practices

### **Benefits/Impact:**

- Support TAVA and help make decisions on how the Association operates
- Increase your leadership skills and executive experience, while building your resume