ISRT HAWKEYE STATIC EDITOR/WEBMASTER

POSITION SUMMARY: Plans, coordinates, and posts online, each Static published in March, June, August-September and December.

REPORTS TO: The Executive Committee and Board of Directors of the ISRT.

FUNCTIONS /RESPONSIBILITIES: See Hawkeye Editor handbook.

QUALIFICATIONS

EDUCATION: ARRT Certified

EXPERIENCE: Member ISRT, preferably to have served on the ISRT Board of Directors.

SPECIAL SKILLS/APTITUDES: Demonstrates good written and verbal communication skill. Demonstrates honesty and responsibility and ability to work with others. Ability to be present at all Board of Directors meetings. Demonstrates excellent organizational skills and is detail oriented.

SELECTION PROCEDURE: Position will be advertised in the 'Hawkeye Static". Interview and selection by the Executive Committee and President of the ISRT.

COMPENSATION: As approved by the Board of Directors and Membership at the Annual Meeting.
Expense reimbursement for:
1. Hotel/Motel Room for meetings
2. Mileage at the approved rate
3. Meeting registration
4. Phone
5. Postage
6. Copies
7. Supplies

TERMINATION:

Voluntary: Employee must submit a one-year written notice of intention to vacate position to Executive Committee Chair. Executive Committee may grant permission for a shorter period of time in extenuating circumstances.

Involuntary: In the case of poor performance, the Executive Committee will develop a plan for Performance improvement. Unsuccessful completion of the plan may result in termination. Executive committee may immediately terminate an employee for illegal activity.

PROPOSED JOB DUTIES FOR
"WEB EDITOR-ADMINISTRATOR"

A Website Editor-Administrator shall be selected by the ISRT Executive Committee as this position is an ISRT Staff position. This selection shall be presented to the ISRT Board of Director's.

Responsibilities are:

1. Attend all ISRT Board Meetings and give a report of all activities.

2. The Facebook Administration Committee will consist of the following: Second Vice President and Web Editor-Administrator.

3. Maintain contact with the Second Vice President, the ISRT Meeting Planner, the Area Presidents/Representatives in order to review current events and information and will ensure that all links to any activity or website (i.e. ASRT, ARRT) are accurate and current.

4. Review information on the Website to ensure that current information/events are correct and delete past events.

5. Seek Board approval for any major expenses needed to maintain or update the Website.

6. Be certain that all on line ISRT activities/business are functioning properly and all information needed is correct. **Update On-line Registration instruction sheet as needed.**

7. Keep President, Meeting Planner and Executive Secretary informed of on-line registration activities.

8. Submit any expenses related to Website activities to the Executive Secretary with receipts.

9. Submit a copy of his/her auto insurance card to the Executive Secretary for reimbursement purposes.

10. Other duties, as assigned.