

VAME Web Master Position Description

The person(s) serving as the VAME Web Master is responsible for the following items:

Website: Managing the content and images on VAME.org to include:

- Updating website with content from the VAME Board and other contributors in a timely fashion.
- Posting all information regarding:
 - TOY list, nominations, and applications
 - Membership submissions
 - Years of Service
 - Sponsors and sponsorship
 - Conference presentations and resources
 - Venue maps and information
 - Presenter bios and company information
 - Conference activities and directives
 - Pre-conference information
- Creating forms and applications to be accessed on website.
- Updating registration information and due dates.

Newsletters: Assistance with VAME Newsletters to include:

- Proofing final submission
- Assistance with content or images

Email Blasts: Creation and distribution of email blasts to include:

- Compiling content from VAME Board
- Creation of email templates
- Image search and creation
- Disseminating emails to Marketing teachers, VAME members, and other recipients
- Managing contact lists (updating and creating)

Conference Certificates: Proofing and disseminating.

Other: Additional creative or administrative services may be required prior to the conference. This may include, but is not limited to:

- Creation of flyers and/or promotional materials
- Web design services outside the scope of updates
- Responding to VAME emails in a timely manner
- Must be able to adhere to all important VAME dates and deadlines for the position