The Polish Genealogical Society of Minnesota (PGS-MN)
Website Committee Chair - Job Description

The Website Committee Chair oversees the work involved in maintaining the PGS-MN website, ensuring that it meets the standards of the organization. This includes both the main URL and the *From Poland to Minnesota* URL.

Interests/Skills/Talents:
• Member in good standing of the PGS-MN
• Strong organizational skills
• Skilled in (or interested in learning) how to use website software

Responsibilities:

1. Hold website committee meetings to review current website content, discuss ideas for new content, and divide work among committee members.

2. With committee members, manage and update web content provided by PGS-MN members, using appropriate software.

3. Ensure that the website is backed up at least monthly.

4. Develop a system with the committee to ensure that all information posted is accurate and current. Regularly seek improvement and efficiency of the website.

5. Ensure that the website has consistency in formatting and linkages to other websites. Periodically check links within the website to make sure they continue to open.

6. Seek input from committee members and other members of PGS-MN to validate that the website continually reflects the vision of the organization.

7. Maintain web system performance, and problem-solve software and operating system issues with the appropriate vendor.

8. Monitor and review GoDaddy Domain, web hosting, and website software requirements.

9. Maintain awareness of industry trends and technologies regarding web development, update as new developments arise.

10. Update Missing Branches information on website from monthly spreadsheet provided by the membership chair.

11. Attach PDF of PGS-MN newsletters to website as they become available.

12. Work with Program Committee Chair to include current Program Meeting information on website. This includes listing of upcoming programs as well as recordings of past programs.

13. Create a new *Members Only* password each year and connect with Membership Chair to have it sent to current members.

14. Provide the Board with an expense recap at year-end, and seek approval for upcoming expenditures for the domain, hosting, maintenance and security.

15. Provide a report of committee work for Board of Director meetings, either in person or by written report.

December 2023