



## **Job Description**

**Job Description:** Website Editor

**Effective Date:** 2011

**Approved by:** APIC MN Board of Directors

**Review/Revise Date:** Feb. 2016

### **1. General Description**

- Complete a conflict of interest statement at the time of appointment /election and update this document during the year if there are changes in status
- Submit your contact information to Executive Assistant to be included in the APIC MN Board, Committee Chairs & Appointed Representatives Document
- APIC MN representatives are asked to be clear in their communication if a statement made/position taken does not represent that of APIC MN, but rather is a personal opinion
- APIC MN representatives are asked to not endorse a product or company on behalf of APIC MN, but may express an opinion or comment based on personal experience
- Communicate any questions, concerns or conflicts of interest that arise while serving in an appointed position to the APIC MN Board of Directors for discussion and/or actions.
- Submit an article for News and Views at least once during the year relative to activities. This is to include an annual summary report
- Give a verbal report during chapter business meetings as desired/necessary
- Provide a verbal report at board meetings when requested
- Become familiar with APIC MN Policies (see APIC MN website)

### **2. Specifics of Job**

- Appointed position with three year term, with evaluation by the BOD after three years.
- Serves as a non-voting member on the Board of Directors (BOD). Serves as the point person for website content changes for APIC MN Board of Directors, Committees, Appointed Representatives and members.
- Responsible for reviewing APIC MN website to assure appropriate, current and functional content:
  - Solicit membership feedback regarding APIC MN website via the membership survey (every 3 years).
- Complete training session on web page maintenance offered by website vendor.
- Work with APIC MN administrative assistant to define responsibilities for website updates.
- Work with APIC MN website vendor, website host, and APIC MN President to assure that routine contract issues are in order.
- Work with APIC MN website vendor and APIC MN President when upgrades to APIC MN website are needed.
- Work on special projects as requested by the President.
- Attend National Conference as a member of the Board, as funding permits, second year of two year term.
- Policy responsibilities (see APIC MN Policy Index):



## Job Description

- APIC MN Policy #7: Website Communication

### 3. Monthly Action Checklist

Month	Action	Comments
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November	Review contract with website host	
December	Submit annual report to News and Views editor.	

### 4. Process for email communication with BMI

1. Email subject line must read: APIC MN \_\_\_\_\_ Committee: \_\_\_\_\_ ( minimum number of additional words needed)
2. CC: emails as follows:
  - For emails sent to Jim Louis: cc: Barb Louis [barb@bestmeetings.com](mailto:barb@bestmeetings.com)
  - For emails sent to Barb Louis, cc Jim Louis [jim@bestmeetings.com](mailto:jim@bestmeetings.com)
  - For emails sent to other BMI staff, cc Barb Louis [barb@bestmeetings.com](mailto:barb@bestmeetings.com) and Jim Louis [jim@bestmeetings.com](mailto:jim@bestmeetings.com)
3. If you have sent more than three emails and your business matter is not resolved, contact the BMI staff person you are working with by phone to discuss the issue. BMI's phone number is 952-858-8875 / 800-958-8875.