

## **CLASS WEB CHAIR**

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**TERM** ♦ 5 years

**ALUMNAE ASSOCIATION CONTACT** • Web and Systems Specialist  
Assistant Director for Reunions and Classes

The class web chair is responsible for creating and maintaining the class web site.

### **QUALIFICATIONS**

- ♦ Excellent organizational skills
- ♦ Strong computer skills and internet access are required
- ♦ Enthusiasm for Smith, and a desire to increase participation of class members in both class and Alumnae Association events
- ♦ Ability to work as part of a team with other class officers
- ♦ Willingness to communicate with classmates to ensure information is accurate
- ♦ Familiarity with HTML and/or WYSIWYG Web Development/Desktop Publishing software (Macromedia Dreamweaver, Adobe GoLive, Homesite, or similar tool)

### **RESPONSIBILITIES**

- ♦ Create and maintain the class Web site, ensuring pages are accessible across a wide range of web browsers (Mozilla Firefox, MS Internet Explorer, Netscape, etc.) and platforms (PC and Macintosh)
- ♦ Take steps to ensure the security of classmate's personal information that may be accessible on the site
- ♦ Communicate regularly with other members of the class executive team to ensure timely and accurate information is on the class web site
- ♦ Work with Alumnae Association staff to be sure the class web site is linked through the AASC web site
- ♦ Attend the volunteers conference at the beginning of term in office
- ♦ Attend Reunion