**Position:** Web Chair

**Length of Term:** X year(s)

**Estimated Time Commitment:** X hours per week

**Summary** The web chair is responsible for the maintenance of the Unit’s website and social media platforms. The web chair ensures information available to Unit membership is accessible and updated via these platforms.

**Responsibilities**

* Ensure website is up-to-date with relevant event, officer and general information for members by working with CEC staff
* Work alongside relevant board members and chairs to create a communication plan
* Carry out a strategic communication plan and setup daily tasks and activity for all social media outlets.
* Collaborate with board and/or committee members to ensure a cohesive social media identity
* Keep track of social media trends
* Direct board members to CEC staff to get relevant information on website, such as the communication chair to post Newsletters on the Unit’s website

**Qualifications**

* Familiarity with social media platforms
* Be a current member of the Council for Exceptional Children
* Attend all monthly membership and Board meetings

Last Updated: Month Year