Human Resource Network of North Idaho
Board Member Duties

Website Design

Position Summary:

Maintain and update HRNNI website as needed to keep information current and relevant.

Responsible To:

- The organization president
- The members of the organization

Responsibilities:

- Maintain HRNNI website by writing and editing content.
- Upload meeting materials and maintain documentation supplied by speakers.
- Update monthly with the new speaker details provided by Vice President.
- Apply frequent updates to keep the website fresh and content relevant.
- Keep board abreast of any new features or ways to improve member experience on the website.
- Represent the Chapter in the community.
- Participate in the development and implementation of short-term and long-term strategic planning for the organization.
- Attend all monthly membership and board of directors meetings.

- Add monthly newsletter to the website

Time Commitment:

Approximately/Average 7 hours per month