



Website Design

Position Overview:

Responsible for maintaining and updating the HRNNI website, as needed, to keep information current and relevant for our members.

Essential Functions:

- 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 the 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.
- Add monthly newsletter to the website.
- Assist on registration and 50/50 raffle.

Position Requirements:

- Be an active member of HRNNI in good standing for a minimum of 1 year prior to the election
- Must be in an active Human Resource Role
- Must be able to commit to 7 hours per month
- Attend 80% of the monthly membership and board of directors' meetings.