



POSITION DESCRIPTION
MINNESOTA EMPLOYEE RELOCATION

Title: Web Committee Chairperson

Objective: To provide service and leadership for the membership of the organization, supporting the organizational goals of (1) providing forums for the open exchange of information; (2) education; (3) encourage cooperation; and (4) support the professional network.

Term: Two Years

RESPONSIBILITIES:

- Oversees continued development of the MERC web site
- Updating the web site as necessary
- Assists the MERC Secretary with meeting set up and publicity of events on the web site
- Work closely with the Treasurer and Membership Chair in invoicing and tracking annual membership dues and general invoices
- Assists the Annual Conference Committee in setting up events and registrations on the web site
- Tracking and invoicing web sponsorships
- Attend Executive Board meetings
- Prepare successor for office

QUALIFICATIONS:

- Corporate or service member, in good standing with an interest in learning more about web and computer communications.