



## QUESTERS - STATE AND PROVINCIAL WEBSITE EDITOR

### Example Job Description and Guidelines

This position's example job description includes references as stated in the 2020 International Bylaws and the Compilation of International Policies Relating to States, Provinces, Chapters and Members. State/Province Policies should also be referenced for a complete list of the responsibilities for this position. **It is up to each State/Province to define the final job description for their positions. It is these final job descriptions that should be added to or deleted from and should be passed on to each successor.** State/Provincial Board appointees should be given the specific State/Provincial job description of the position before accepting the position, not following the appointment.

The State/Provincial Website Editor shall be appointed by the State/Provincial President subject to the approval of the State/Provincial executive board for a term or two (2) years or to complete an unexpired term.

The EDITOR shall be responsible for the journalistic overview creation, posting and updating the activities of the state, artistic quality, and posting of documents approved by the State/Provincial President and submitted by the State/Provincial Executive Board and Standing Committee Chairs.

#### **DUTIES:**

1. Shall attend the State/Provincial Council Meeting for first-hand observation for information to be posted on the State/Provincial Website.
2. Shall prepare reports for the State/Provincial Board meetings and an Annual Report, in triplicate, to be presented at the Annual Council Meeting. (One copy for your file, one for the recording secretary, and one for the State/Provincial President's File.)
3. May attend State/Provincial Board meetings and other meetings as requested by the State/Provincial President.
4. Shall submit expenses and receipts for mailing, address labels, reproductions, etc. to the State/Provincial Treasurer for reimbursement.
5. Shall prepare and submit articles to the State/Provincial newsletter as necessary or required.
6. Shall post the State/Provincial Newsletter as soon as it becomes available.
7. Shall secure two or more competitive bids for web server and designer, if necessary. Price, quality and service will be the deciding factor in the decision made by both the State/Provincial President and the EDITOR. Shall make arrangements with State/Provincial Treasurer as to method of payment.
8. Shall establish, with the State/Provincial President, the dates and deadlines for updates of documents and submission of items for posting.
9. As necessary, including the beginning of the fiscal year, review all documentation on the website as to the currency, update if needed.
10. Per International Policies, shall provide the International Website Editor with the State/Provincial website password(s), and notify the International Website Editor of any changes.
11. Shall keep files in order and be prepared to forward to successor promptly.