

	POSITION DESCRIPTION	Page: 1	Of: 1
	Section: STATE OFFICER	Original Date:	
	Subject: WEB MASTER	Revision Date:	
		Review Date: 3/2000	

REQUIREMENTS:

1. Must be an Active or Life member in good standing.
2. Must possess the skill, desire and ability to perform the duties of this office.
3. Elected by the statewide membership in years ending with an odd-number digit.

DUTIES:

1. Reports to the State President and is responsible to the State Executive Board (SEB) and to C SPR's members. Serves as a voting member of the SEB.
2. Develops, and maintains C SPR's Website in a reasonable amount of time.
3. Submits a proposed budget request for the next fiscal year to cover expenses related to this Committee's work.
4. Maintains e-mail communication and directs any that may be necessary in the proper channels. Responds to e-mail within a week's time frame.
5. Reviews this position description near the end of the term of office and includes any suggested changes in it.

TERM OF OFFICE:

Two years, may be reappointed.

ABILITIES:

Communicates effectively, both verbally and in writing. Able to elicit cooperation from diverse people. Knowledgeable about the goals of C SPR and Pulmonary Rehabilitation in general. Must be willing to travel to meetings around the state. Performing the duties of this office require major time commitment.

REFERENCES: (same as those stated on Format for Position Descriptions approved by the SEB on April 8, 1992.)

APPROVED by STATE EXECUTIVE BOARD on: _____

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