
JOB DESCRIPTION * WAVES RECOVERY ROUNDUP *

CAPE ATLANTIC INTERGROUP

Website Chair

- Attends monthly Roundup committee meetings and reports on progress.
- Updates and maintains the Waves Roundup website.
- Uploads logo, fliers, committee news, updates, and merchandise images on the website.
- Works closely with Merchandise chair, and configures the pre-order shopping portal on the website.
- Creates forms as needed for registration, volunteer, contacts and other needs.
- Works closely with Registration chair, and configures the online registration form on the website.
- Installs and maintains wordpress plugins, as needed (with help and approval from CAIG website chair).
- Integrates all purchasing plugins with the Roundup Paypal account and ensures they are working properly.
- Applies updates to wordpress software, as needed (with help and approval from CAIG website chair).
- Updates committee email forwarders (with help and approval from CAIG website chair).