

# WEBMASTER CVCHS PFC Position Description

## General Information:

Attendance at PFC meetings is required (on-site or remote, based on needs). This position can take up to four hours per month for updates to the PFC website.

## Responsibilities:

1. Set up monthly calls with PFC President, EVP and Communication Director, which includes updating the PFC website with meeting content and dial-in information when applicable (e.g. Zoom).
2. Maintain the PFC website and keep updated list of URL addresses and applicable access data.
3. Recommend new formats for website, communication and financial transactions.
4. Maintain online database of PFC minutes and other necessary documents, for public view.