

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. Maintain the PFC website and keep updated list of URL addresses and applicable access data.
2. Maintain online database of PFC minutes and other necessary documents, for public view.
3. 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. Google Meet/Zoom).
4. Recommend new formats for website, communication, and financial transactions.

Updates in progress for 2021-2022 BOD