



The Society of Flavor Chemists, Inc.

3301 Route 66 Suite 205, Bldg. C
Neptune, NJ 07753
(732) 922-3393
(732) 922-3590 (fax)
<http://www.flavorchemist.org/>

Website Committee Job Description

Title:	<i>Website Committee Chairperson</i>
Reports To:	<i>SFC President</i>

Job Purpose

- Responsible for the technical maintenance of the SFC Website and keeping its content current.

Duties and Responsibilities

- Website technical maintenance and updates:
 - Responsible for any technical issues of the website itself.
 - Direct interaction with the host provider.
 - Technical maintenance of the membership database.
- Website content:
 - Responsible for editing, entering and keeping content current.
 - Communication with the members of the Board of Directors and Committee Chairs to secure content for the website.
 - Posting submitted SFC documents and presentations
 - Coordinating with History Committee on the maintenance of records and photographs
- Optionally recruit additional members to the Website Committee, if needed.
- The Website Committee Chairperson is appointed by the SFC President for a term of one year. Re-appointment must be made on a yearly basis.
- At the end of the term of office, improve this job description and submit to incoming Chair-Elect.

Qualifications

- Must be a Certified Member.
- Must be able to commit the time and resources.
- Requires strong computer skills and basic knowledge of website content management.

Working Conditions

This job requires attendance to every meeting.

Direct Reports

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Members of the Website Committee, if any.

Approved By:	<i>Board of Directors 2006-2007</i>
Date Approved:	<i>May 14, 2007</i>
Reviewed:	<i>Mariano Gascon</i>

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