Web Administrator

# The Web Administrator shall be responsible for the development and maintenance of the BIG NIH Chapter’s website located at: <http://www.bignihchapter.org> The Web Administrator shall:

* + - * 1. Maintain a current list of elected and appointed officers on the website including email addresses and phone numbers.
        2. Maintain a calendar of BIG NIH Chapter events on the website including meeting dates and locations.
        3. Post important BIG NIH Chapter documentation, for example, the BIG NIH Chapter membership application.
        4. Create and maintain links to the National organization and its activities, particularly the annual National Training Conference.
        5. Work with the Historian to post pictorial archives.
        6. Serve as a non-voting member of the Executive Committee.