

Role of the VATA Web Master

2-year position, 7-10 hour commitment per month

- Manage the Chapter's website and social media account(s)
- Required to have experience with technology, web design, and social media content creation
- Update information regularly to ensure accessible resources, information, and posts
- Document (i.e. photograph) events
- Attend monthly board meetings

Formal Description (unofficial position, not in ByLaws)

1. Manage and create content for VATA's website and social media account(s)
2. Must have computer, technology, web design, and social media design experience
3. Communicate regularly with other board members and representatives regarding website and social media needs
4. Responsible for website maintenance:
 - a. Updating information on all tabs of the website, as needed
 - b. Reviewing listed information to ensure its current relevance, at least once monthly
 - c. Formatting the layout as needed
 - d. Responding to correspondence from the website and/or seeking coordination with Secretary for this
5. Responsible for social media presence:
 - a. Creating visual posts about current events or other VATA opportunities weekly
 - b. Sharing relevant information related to the art therapy profession
 - c. Responding to correspondence from social media account(s)
6. Responsible for taking and compiling photos from VATA events to include in online content