



Website Working Group Position Description

Updated on 6 Jan. 2011

Committee Overview:

The Website Strategy and Reorganization Board Working Group (WSRSBWG) was established by the ISPE International Board of Directors in 2010 to advise ISPE staff on the website strategy and reorganization initiative that was completed in 2011. In 2012 this group, along with staff members, will analyze the need for a standing Member advisory group for ISPE's website and make a recommendation to the Board for 2013.

Position Purpose and Objectives:

Committee members will be professionals at any career stage who are deeply committed to the ISPE website.

Appointed by: Committee Chair/Co-Chairs

Responsibilities of this Position:

Website Working Group Members must become familiar with the annual ISPE Business Plan and the ISPE Website Strategy. Committee Members advise staff on:

- Achieving and measuring website objectives
- Identifying the sources of and then utilizing data to ensure that the ISPE website meets both Member needs and ISPE business goals

Skills/Experience Requirements for this Position:

Committee Members must have or be able to quickly gain a good understanding of ISPE's membership base and their needs. Must be a current ISPE Member.

Length of Service: 1 Year Additional Details (optional): Term may be renewed up to five years

Time Commitment: Approximate hours per month: >0 to 5 Hours

Work will be intermittent regular regular with peaks requiring additional effort.

Resource Requirements

List expectations for support of the volunteer in this position, including staff or volunteer assistance for the task, funding for travel, etc.

Provided by ISPE staff or volunteers: Staff Project Manager

Expected from the volunteer (or his/her employer): Time to participate in conference calls and committee projects during regular business hours

Meeting Schedule:

In 2012, the Website Working Group will meet three times in person in the U.S.A.: in Tampa in February, in Baltimore in June, and at the ISPE Annual Meeting in San Francisco in November. Conference calls will be scheduled as needed.

Attendance Requirement:

Must attend a minimum of 75% of the conference calls throughout the year. Attendance at in-person meetings is not a requirement. The ability to call into the in-person meetings may be available.

Volunteer Expectations

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| <ul style="list-style-type: none"> ✓ <i>Actively participate in meetings</i> ✓ <i>Read materials and come prepared to each meeting</i> ✓ <i>Listen to people and ideas</i> ✓ <i>Become knowledgeable of the Society's policies and procedures</i> ✓ <i>Complete assignments on time</i> | <ul style="list-style-type: none"> ✓ <i>Respond to communications in a timely manner</i> ✓ <i>Develop a good relationship with Staff</i> ✓ <i>Respect confidentiality</i> ✓ <i>Fully support all decisions of the Board and Committee</i> ✓ <i>Always act in the best interests of ISPE</i> |
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If you are interested in volunteering for this position please click the link to complete a Volunteer Profile <http://www.ispe.org/volunteerprofile>