



POSITION DESCRIPTION

Website Administrator

The position of the Treasurer is an elected office of the organization. The term of office is for four years beginning January 1st of the year following the year in which they were elected:

Minimum Qualifications:

- Must be member of the National Association Medical Staff Services (NAMSS) and maintain NAMSS membership in accordance with OAMSS Bylaws.
- Must be employed in the capacity of healthcare professional staff management professionals.

The duties of the Website Administrator include, but are not limited to the following:

1. Assist the Board of Directors in developing and maintaining the content of the organization's Internet presence.
2. Maintain current knowledge about the organization's mission, goals, and objectives.
3. Make every effort to assure that information posted is accurate and is presented in a positive, professional, end user-friendly, manner.
 - a. Maintain accuracy of site links.
 - b. Regularly monitor timeliness of Conferences, Communications, Rosters.
 - c. Historize outdated communications/data elements as appropriate
 - d. Monitor Job Opportunities (ref policy Career Advertisements on Website)
4. Confer with a Board member regarding new releases prior to posting.
5. Respond to, or forward as appropriate, e-mail and other requests received through the organization's web site. Monitor auto e-mail links that change with election office terms.
6. Forward receipts for approved expenses incurred in the design and maintenance of the web site to the Treasurer for reimbursement.
7. Communicate effectively with the site hosting vendor and ISP (Internet Service provider). Oversight of the site hosting vendor contract to assure fulfillment of service contract obligations.
8. Attend all meetings of the Board of Directors. Excuse from two board meetings may be granted by the President and President-Elect; absence from the third meeting shall be automatic relinquishment of board responsibilities.
9. Specific conferences duties: Refer to the Board's document of Conference Duties.
10. OAMSS Conference Expenses Paid, Budget permitting (unless otherwise paid by Board member):
 - a. Hotel (conference rate; no upgrades)
 - b. Mileage at IRS mileage rate
 - c. Meal expenses (Must submit itemized receipts), excluding alcohol
 - d. There are no conference registration fees for Board members

11. Perform other such duties as may be necessary to coordinate and advance the mission of OAMSS.
12. Will be invited to attend the Fall/Winter Board meeting prior to taking office.

Desired Knowledge/Skills:

1. The Web Site Administrator should have a working knowledge of Internet use along with strong written and communication skills.
2. Be a member of OAMSS and NAMSS.

The Web Site remains the property of OAMSS.

Reviewed/revised: 11/3/2011; 7/16/2021; 4/17/2024; **05/2026**

Board approval: 11/3/2011; 4/27/2024; 07/2026; **07/2026**