

**WISCONSIN UNION  
HOOFER COUNCIL  
Job Description: Webmaster**

**Qualifications to be Webmaster**

- A general knowledge of the Hooper philosophy and the of individual Hooper clubs; or more importantly a desire to learn more about the clubs and the Wisconsin Union
- Understanding of PCs, Macs, WWW, LAN, Ethernet, databases, etc.

**Hooper Council Webmaster Duties**

- Attendance at all Council Meetings is mandatory for all members of Council.
- Attendance at the Hooper Council Fall Retreat is mandatory for all members of Council.
- Attendance at the WUD Fall retreat is encouraged.
- Update and revise position description and position guide as appropriate.
- The Webmaster will recruit and chair a Technology committee as needed to accomplish the following:
  1. Under the Direction of the Marketing Chair, work with the Hooper Marketing Committee to at least monthly update and maintain the Hooper web site(s).
  2. Maintain the Hooper database(s) and database system.
  3. Evaluate and recommend hardware and software for Council
  4. Write and recommend various Computer Policies.
  5. Work with appropriate DoIT and/or Wisconsin Union technology staff as necessary.
  6. Annual inventory of Hardware and Software.

**Benefits**

- Leadership skill development is an integral part of Wisconsin Union leadership positions.
- Resume builder -- Computer administration experience and training.
- Hooper Council members receive free memberships in all clubs during their term of office after having paid the General Activity fee.

**Accountability**

- All Hooper Council members abide by Wisconsin Union policies and the Hooper Council Constitution.
- The Hooper Council Webmaster is accountable to all Hooper clubs officers and general members.
- The Hooper Council Webmaster is accountable to the Hooper Advisors regarding position performance and responsibilities.
- The Hooper Council Webmaster reports to Hooper Council and is directly accountable to the Council President.

**Time Commitment**

- Meeting times weekly: 2-3 hours
- Web development & projects weekly: 4-6 hours
- TOTAL TIME PER WEEK: 6-10 Hours average*

Created: 11/24/96 by Paula M. Bersie  
Revised: 31 March 2003 by Hooper Council