



## **CANSW Web-based Administrator**

The CANSW list serve, website and social media sites are important resources for all members.

Consistency of management is required to ensure efficient and relevant information is communicated to members and the public. A CANSW member will be assigned the position of Web-based Administrator and paid an honorarium.

The following are the established responsibilities and process for this position:

The web-based administrator will be a CANSW liaison with the website developer and/or WordPress (Application programming interface) to establish, maintain and update CANSW website, [www.cansw.org](http://www.cansw.org), as needed.

Duties include: content review and updates, promoting the website and seeking sponsorships, as appropriate.

Qualifications include current Active membership with CANSW; knowledge of website and WordPress; competency on the administration of social media applications; advancing the mission of CANSW via website and social media platforms (Facebook, Instagram, and Twitter).

The Web-based Administrator will report to CANSW Executive and CANSW President who will approve developments, as needed.

Remuneration will be in the form of an honorarium. The Executive, depending upon project requirements, will decide the amount.

Communicate issues of urgent concern to the Executive.

Solicit membership, abstract submissions, and encourage attendance and/or participation in the CANSW Annual Conference and AGM. This includes suggesting potential topics and activities to the Executive and Conference Planning Committee.

Solicit articles from the membership reflecting the happenings of the region for publicity purposes on listserve, website and/or other CANSW social media platforms, including possible publication, as appropriate, and for the CANSW 'Voice' when active.

Encourage and recommend nominations for CANSW Executive and Regional Representative vacancies to the CANSW Nominating Committee.

Encourage nominations for the annual Jane Dicks and Mary Lou Karley Mentorship Awards to the CANSW Executive.

Welcome new renal social workers and make ongoing efforts towards recruitment of potential CANSW members.

Attend CANSW Annual Conference and AGM.

Submit expenses to CANSW Treasurer and represent CANSW at meetings, at the request of President/Executive.

Orient new members and successor and transfer materials of office.

The CANSW executive will review the position every two years or as required.