



## **CANSW Web-Based Administrators**

The CANSW listserv, website, social media sites and “Voice” blog are important resources for all members.

Consistency of management is required to ensure efficient and relevant information is communicated to members and the public. CANSW members will be assigned positions of ListServ Moderator, Social Media Coordinator and Voice Blog Editor, and paid an honorarium.

**The Listserv Moderator** is responsible for the overall maintenance of the CANSW listserv. Duties include updating members, problem-solving on listserv issues, liaising with the treasurer, verifying listserv changes and communicating with the NKF (USA) which owns the technology. He/she must have a current membership with CANSW.

Remuneration will be in the form of an Honorarium. It will also include a CANSW annual membership.

The listserv moderator will also receive a NKF membership, which may be revised by the Executive as required.

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

**Social Media Coordinator’s** duties include: content review and updates, and promoting the website. Qualifications include: knowledge of website and WordPress, competency on the administration of social media applications, and advancing the mission of CANSW via website and social media platforms (Facebook, Instagram, and Twitter). He/she must have a current membership with CANSW.

The social media coordinator will share the content with the “Voice” editor so it can be re-posted to the blog.

Remuneration will be in the form of an Honorarium. It will also include a CANSW annual membership.

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

**CANSW “Voice” Blog Editor** is responsible for writing, assigning and inviting article submissions, video recordings, and other contributions for the blog, editing text and graphics, and advancing the mission of CANSW via website and blog platform. Qualifications include: knowledge of website, WordPress, and Tumblr. He/she must have a current membership with CANSW.

The editor will share the content with the social media coordinator so it can be re-posted to all of the social media platforms.

Remuneration will be in the form of an Honorarium. It will also include a CANSW annual membership.

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