



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, Voice Blog Editor, and Web Master, and paid an honorarium.

CANSW Web-Based Administrators will be considered ad hoc members of the CANSW executive, and, therefore, may attend CANSW executive meetings for guidance and support as needed.

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.

The 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.

The 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.

The Web Master is responsible for updating the website as required (i.e. conference details, webinars, updates to executive team, and resources received from members.) The Web Master will assist with troubleshooting any problems the CANSW executive members may have uploading to the website. The Web Master may contact paid support as needed (website administrator– Avtar Seehra). The Web Master will also be responsible for updates to the CANSW curriculum: **CANSW Specialized Nephrology Social Work Certificate**, and guiding members as needed through the modules. Qualifications include: knowledge of WordPress and the Uduu platform. He/she must have a current membership with CANSW.

The Web Master will liaise regularly with the CANSW executive, listserv moderator, social media coordinator and the CANSW blog editor to ensure information on the website is up to date and consistent.

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.