

ASQ STATISTICS DIVISION OPERATING MANUAL

Statistics Division Web Master Job Description

Title

Statistics Division Web Page Administrator (Web Master)

Purpose

An electronic presence in the form of a website on the Internet is becoming a requirement in order to reach one's members, customers, and potential future members with minimal cost. The Web Page Administrator (Web Master) serves as the primary electronic contact between the populace and the Statistics Division. The Web Master is responsible for maintaining and improving the Statistics Division webpage on an Internet server.

Term of Office

There is no specified term of office and no limit to the number of years one could hold the position.

Responsibilities

- Make recommendations to the Statistics Division Council concerning needs and uses of the webpage for Division benefit.
- Continually revise and update the Division webpage:
 - Division Officers, Council and Committee rosters
 - Division news and events
 - Division advertising and promotions, etc.
 - Announce open positions
 - Update Newsletter archives
 - Update record of Mini Papers, Basic Tools, Youden Addresses
- Update active links to other professional quality and related sites (e.g. ASQ server, ASQ Divisions, ASA, etc.)

Additional Activities (Desirable, not Mandatory)

- Recommend improvements to the website design and content
- Participate in Division Council and planning meetings.
- Work with the Virtual Academy Editor to add new modules.

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Qualifications

- Should be a member of the Statistics Division, though not mandatory.
- Must be computer literate.
- Must have access to a 586PC or PowerMacintosh with the ability to interact with on-line services.
- Prior experience with latest html language, webpage generation software, and file transfer protocol (FTP) is mandatory.
- Must have local access to an Internet Service Provider (ISP).
- Must have approximately 1-2 hours per week to administer Statistics Division web page duties.
- Knowledge of Java and Applet scripts is a plus.
- Knowledge of Sun Microsystems (UNIX) and Windows NT servers is a plus.

Checklist/Timetable

Monthly:

- Seek new content for the webpage from Committee Chairs.
- Post Division news and announcements on the website.

Quarterly:

- Prepare a Web Master budget for the Council at AQC.
- Submit a Web Master report to the Council at the Fall Technical Conference.
- Submit an article for the SD Newsletter describing features of the website.

Other:

- At the end of the term of office, improve this job description and submit to incoming Chair-Elect.

Election/Appointment Mechanism

The Vice-Chair of Outreach appoints the Web Master, with consensus of the Officers.