**OPERATING CODE FOR THE WEBMASTER**(Includes membership and registration responsibilities)

**ARTICLE I. NAME OF THE POSITION**

1. Name of the position shall be the Webmaster for the National Association for Kinesiology in Higher Education (Corporation).

**ARTICLE II. PLAN OF ORGANIZATION**

A. The Webmaster is appointed by the President with the approval of the Board of Directors.

B. The Webmaster shall serve a three-year term of office. The Webmaster may be appointed to additional terms of office as approved by the Board of Directors.

C. The Webmaster will be evaluated annually by the Executive Committee with results compiled by the President with forthcoming recommendations to the Board of Directors.

**ARTICLE III. DUTIES OF THE POSITION**

1. The Webmaster will serve as the Corporation’s chief information and technology officer, overseeing the Corporation’s internet and web presence.
2. Duties and Responsibilities
3. Attend the annual business meeting and all Board of Directors' meetings held at the NAKHE Annual Conference.
4. Serve on the Board of Directors as a non-voting member.
5. Post to the Corporation website and update information for Board of Directors members as needed.
6. Serve on the Marketing Committee as a non-voting member.
7. Assist Marketing Committee with distribution of the member newsletter.
8. Assist with marketing concepts that involve website or membership lists.
9. Serve on the Membership Task Force as a non-voting member.
10. Assist as needed.
11. Serve on the Technology Task Force as a non-voting member.
12. Assist as needed.
13. Send conference and workshop registrants details of the event management software.
14. Assist Elections and Nominations Chairperson.
	1. Oversee online elections and polls.
15. Assist Director of Publications.
	1. Forward current membership lists to the publisher of *Quest* and *International Journal of Kinesiology in Higher Education*, with a copy to the Executive Director, to assure proper dissemination of publications and mailings according to publisher’s timeline.
	2. Annually review that editorial board members are current Corporation members.
16. Assist Leadership Institute Chairperson.
	1. Create registration form for Leadership Development Workshop and Department Head Certification.
	2. Check that all presenters are members prior to conference.
	3. Ensure that all workshop information including promotion, appropriate forms, conference program, hotel accommodations and travel instructions are posted and maintained on the Corporation website.
	4. Send registrant list to relevant parties for conference check in and name tags.
17. Send out post institute survey and direct survey responses to applicable recipients.
18. Assist Vice President/Conference Manager with the NAKHE Annual Conference:
19. Create the conference presentation proposal form.
20. Create the conference registration form.
21. Check that all presenters are members as of December 1 prior to the NAKHE Annual Conference.
22. Ensure that all conference information including promotion, appropriate forms, conference program, hotel accommodations and travel instructions are posted and maintained on the NAKHE website.
23. Maintain oversight of event management software and update with conference information.
24. Send registrant list to Conference Manager for conference check in and name tags.
25. Send out post conference survey and direct survey responses to applicable recipients.
26. Assist Executive Director with membership and registration responsibilities:
	1. Regularly update information on Corporation website.
	2. Ensure that all officer, committee chairperson and member, and Corporation member data is current.
	3. Provide information to Executive Director about any officers, Board of Directors members, or committee members whose membership is not current.
	4. Approve and post OPERA job posting applications.
	5. Approve online membership applications and maintain a list of names and mailing addresses of all current members and their membership categories.
	6. Prepare and email membership renewal notices, expiration notices, and other membership materials as appropriate.
	7. Oversee the electronic processing of online payment of membership dues, registration fees, OPERA fees, donations, and sponsorships.
	8. Oversee online registration for conferences and workshops and respond to registration questions.
	9. Send out correspondence/email blasts to Corporation members and contacts to promote association events, conferences, workshops and as needed or requested by the Board of Directors, committee chairpersons, conference/workshop planner(s) and Executive Director.
	10. Answer all correspondence (email and “contact us” web form submissions) and phone calls in a timely fashion.

**ARTICLE IV. Amendments to the Operations Code**

* 1. The operations code for the Webmaster may be amended by the Executive Committee subject to the approval of the Board of Directors.
	2. Changes to these operations codes shall be submitted to the Bylaws Chairperson by June 1st of each year. All subsequent final edits shall be submitted by November 1st in preparation for the NAKHE Annual Conference Board of Directors meeting.

Revised: (Baghurst, 2023)