

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

**ARTICLE I. NAME OF THE POSITION**

- A. 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**

- A. The Webmaster will serve as the Corporation's chief information and technology officer, overseeing the Corporation's internet and web presence.
- B. Duties and Responsibilities
1. Attend the annual business meeting and all Board of Directors' meetings held at the NAKHE Annual Conference.
  2. Serve on the Board of Directors as a non-voting member.
    - a. Post to the Corporation website and update information for Board of Directors members as needed.
  3. Serve on the Marketing Committee as a non-voting member.
    - a. Assist Marketing Committee with distribution of the member newsletter.
    - b. Assist with marketing concepts that involve website or membership lists.
  4. Serve on the Membership Task Force as a non-voting member.
    - a. Assist as needed.
  5. Serve on the Technology Task Force as a non-voting member.
    - a. Assist as needed.

6. Send conference and workshop registrants details of the event management software.
7. Assist Elections and Nominations Chairperson.
  - a. Oversee online elections and polls.
8. Assist Director of Publications.
  - a. 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.
  - b. Annually review that editorial board members are current Corporation members.
9. Assist Leadership Institute Chairperson.
  - a. Create registration form for Leadership Development Workshop and Department Head Certification.
  - b. Check that all presenters are members prior to conference.
  - c. Ensure that all workshop information including promotion, appropriate forms, conference program, hotel accommodations and travel instructions are posted and maintained on the Corporation website.
  - d. Send registrant list to relevant parties for conference check in and name tags.
  - a. Send out post institute survey and direct survey responses to applicable recipients.
10. Assist Vice President/Conference Manager with the NAKHE Annual Conference:
  - b. Create the conference presentation proposal form.
  - c. Create the conference registration form.
  - d. Check that all presenters are members as of December 1 prior to the NAKHE Annual Conference.
  - e. Ensure that all conference information including promotion, appropriate forms, conference program, hotel accommodations and travel instructions are posted and maintained on the NAKHE website.

- f. Maintain oversight of event management software and update with conference information.
  - g. Send registrant list to Conference Manager for conference check in and name tags.
  - h. Send out post conference survey and direct survey responses to applicable recipients.
11. Assist Executive Director with membership and registration responsibilities:
- a. Regularly update information on Corporation website.
  - b. Ensure that all officer, committee chairperson and member, and Corporation member data is current.
  - c. Provide information to Executive Director about any officers, Board of Directors members, or committee members whose membership is not current.
  - d. Approve and post OPERA job posting applications.
  - e. Approve online membership applications and maintain a list of names and mailing addresses of all current members and their membership categories.
  - f. Prepare and email membership renewal notices, expiration notices, and other membership materials as appropriate.
  - g. Oversee the electronic processing of online payment of membership dues, registration fees, OPERA fees, donations, and sponsorships.
  - h. Oversee online registration for conferences and workshops and respond to registration questions.
  - i. 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.
  - j. Answer all correspondence (email and “contact us” web form submissions) and phone calls in a timely fashion.

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

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

Revised: (Baghurst, 2023)