



American Adoption Congress
Website Administrator
Approved by the Board 12-19-2014

The person in charge of website administrator will hold responsibility for all updates to the AAC website.

Area	Area Description	Who has access	What type of access
Website Administrator	All areas for website	Membership Chair Website Administrator	Admin Full Read/Write Access

Prerequisites

The website administrator shall be an AAC member in good standing. The website administrator will be appointed by the AAC board of directors and will report to the President. The website administrator person will work directly with the membership chair for changes made to the website.

The website administrator shall possess the following qualifications:

- Commitment to the mission of AAC
- Ability to communicate effectively with members and non-members of AAC
- Proficiency in writing and computer skills
- Proficiency in using software programs to create fillable forms such as Adobe
- Saving the AAC money in any way possible connected to the website
- A broadband connection or other High Speed Connection.
- Ability to commit at least 15-20 hours per week to the website administrator job function

Term of Service

The term of service is at the pleasure of the President and in keeping with the By-Laws of AAC.

Responsibilities

Website Administrator

The following is required at a minimum from the website administrator upon request:

- Add any new state representative or board member to the **Contact Us** page upon notification from membership chair
- Remove any existing state representative or board member from the **Contact Us** page upon notification from membership chair
- Update Blog Talk area with up-to-date information regarding people being interviewed
- Remove existing and upload a new copy of the Birthparent for Access .pdf as needed
- Request and upload a .pdf copy of the most recent copy of the *Decree* from communications director as issued
- Maintain and keep copies of the following and update as needed:
 - Past Presidents List
 - Vilardi Award List
 - President's Award List
 - AAC Conference History
 - Any other award lists put on the website



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- Maintain and keep copies of all forms and update website as needed:
 - New Membership form for month of November with 20% discount
 - All other membership forms for new members and renewals which can be downloaded
- Ensure all **Adoption Stories in the News** are up to date
- Update volunteering and positions page with availabilities as they emerge
- Update the Recommended Reading list, and link to our Amazon Associate's Account
- Update State Legislative page as legislation is passed and as legislative chair sends updates.
- Update all social media by working with the AAC communications director for updates (i.e. Facebook, Twitter, etc.)
- Engage with any '**website update**' team set up by AAC do any major revisions to either the existing website or any website created in the future.
- Manage and implement ideas for edits and improvements to AAC webpage.
- Maintain and make updates to the webpage as needed

During Event Registration

Work closely with the event registrar and or conference chair to complete at a minimum the following:

- Update the website with the new conference logo
- Update the website with Keynote presenters
- Update the website with (but not limited to) the following:
 - Workshop Proposals
 - Conference Scholarships
 - Save the Date
 - Links to Registration

Equipment

All equipment supplied by AAC remains the property of AAC. It must be returned to the organization when no longer needed for AAC business.