



## Media Committee Chair

### Purpose:

- The Media Committee Chair is charged to develop and maintain the MSTUG website and digital media. This digital media included the integration of an online membership registration portal, online event registration, and any online payment process. The Media Committee Chair is further tasked providing approved website updates and notifications as requested by the board and executive committee Chairs.

### Requirements:

- The Media Committee Chair is required to maintain an active membership within the MSTUG organization by keeping membership dues current and actively participating in scheduled events.

### Responsibilities:

- Convening a committee, setting meetings and agendas
- Supporting the committee to develop the goals and theme for the event
- Appointing sub-committee chairs
- Educating sub-committee chairs on their roles, responsibilities and process
- Creating and maintain technical documentation outlining the MSTUG's website's security information, content, and process
- Creating a comprehensive sitemap for the website
- Working within the organization's current budget
- Securing a qualified individual to fill in if unable to attend meeting or event
- Supporting the creation of a Funding Plan
- Coordinating with all executive committee Chairs on web updates
- Coordinating and supporting the flow of information/communication between committees
- Signing off on all funding plans in advance of any expenditure with the MSTUG Board
- Creating an environment for fun and success
- Obtaining board approval for new content posted to the MSTUG website.
- On the day of the event:
  - Greet membership and guest
  - Capture information to be updated on the website
  - Take photos for potential use on the website
    - New members
    - Speakers & Guest
    - Candid shots
  - BE AVAILABLE