

PTSA Web Administrator (webmaster@southlakesptsa.org)

The PTSA Web Administrator is responsible for the PTSA's web site: www.southlakesptsa.org. This is an ongoing, year-round position. The Web Administrator may perform all of the necessary tasks, or he/she may be supported by several volunteers. The Web Administrator coordinates the activities among all web site volunteers.

The primary responsibility of the PTSA Web Administrator is to ensure that the PTSA web site contains the most up-to-date, accurate information on PTSA activities, meetings, and events. This information should be provided by the officers, board members, and committee chairs, but at times, the Web Administrator may need to request additional information or details.

The Web Administrator should check for posting requests every week. The time necessary to accomplish the web site updates will vary, but generally, 1 to 2 hours per week is sufficient. Longer term activities (e.g., web site upgrades or the implementation of new features) may take longer. The summer months are often the best time to make significant, time-intensive improvements.

A secondary role of the PTSA Web Site Administrator is to investigate options for improving the PTSA web site and providing additional features. This may be at the request of an officer, board member, or committee chair or based on a general search of the latest technologies and options available.

The PTSA Web Administrator has access to both the PTSA and the PTSA ANGP PayPal accounts. He/she is responsible for creating the PayPal buttons needed by the various committees (e.g., Membership, Academic Boosters, ANGP) to support online sales and for incorporating the code for these buttons onto the appropriate page(s) of the PTSA web site. In addition, the Web Administrator may assist the chairs in downloading Sales Reports.