

# Job Description

## Prairie Club Website Chair

The Prairie Club (Club) is a non-profit, volunteer organization founded in 1908. A critical element of the Club's success over its 100+ year history has been the willingness of its members to volunteer for the various officer, director and committee positions necessary to achieve the Club's operational success in a cost effective manner. The Prairie Club greatly appreciates the willingness of its members to serve in those various capacities and whose volunteer spirit makes The Prairie Club the club it is today.

### Prairie Club Website

The Prairie Club has a website, [www.theprairieclub.org](http://www.theprairieclub.org) that is an information resource for Prairie Club members and prospective members. The website provides basic information about the Prairie Club including its mission, membership opportunities, rental policies, procedures and rates, activity calendars, the names of the Prairie Club's directors, officers and committee chairs. The website also provides access to select Prairie Club documents including the by-laws, beach rules, tennis court rules, camp rules for both Hazelhurst and Spring Grove, and Appendix A related to the rules governing the new construction and alteration of existing cottages owned by siteholders at Hazelhurst Camp. The website also contains a link to archival material and photos.

While the website provides significant information about renting Prairie Club properties, the website does not provide for the processing of on-line reservations or rentals of those properties. All rentals need to be processed through the Prairie Club office.

### Responsibilities of the Website Chair

The major responsibilities of the website chair include:

- Develop and update as needed appropriate website content aligned to the Prairie Club's mission statement, e.g., update information related to membership, rental rates, activity calendars, officers and directors, camp rules or by-law changes
- Respond to and troubleshoot all website issues
- Update HTML code
- Strive to improve the website user experience.

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