

Position Description

Position Title: Health Services Professional Advisory Committee (HS PAC)
Recruitment & Retention (R & R) Subcommittee Website Monitor

Purpose:

The purpose of this position is to provide surveillance and updates for the R & R Subcommittee's WebPages.

Functions:

1. Website monitor will perform regular review of the HS PAC 's R & R Subcommittees WebPages at a minimum of once per month.
2. Utilizing the format required by the HS PAC Webmaster (see attached) will submit website updates.
3. Will submit updated action items on a monthly basis to the Webmaster for updating.
4. As provided by the HS PACs R & R subcommittee Chair updated roster of volunteers will be provided to the HS PAC Webmaster for webpage updating.
5. Communicate to the HS PAC R & R subcommittee Chair new information in advance of the monthly R & R subcommittee meeting.
6. Prepare and submit a monthly written report of activities and new information.
7. Update relevant action items as appropriate.

Objective(s):

Primary objective of this position is to ensure the accuracy and timeliness of information located on the HS PAC R & R subcommittee's WebPages.