

IATA Website Administrator

Article KV Officers, Section 4: The Website Administrator shall be appointed by, and serve at the discretion of the Executive Committee. The same as the Executive Treasurer and Legislative Liaison.

Article VI Executive Committee: The Website Administrator shall not be a voting member of the Executive Committee. However, will attend all executive committee meetings to ensure communication for IATA events and website information.

Duties of the IATA Website Administrator:

1. Attend all executive committee and officer meetings. To ensure effective communication and delivery of website content and information.
2. Collaborate with the executive committee and officer team to discuss, analyze, or resolve usability issues and website content.
3. Track, compile, and analyze website data usage and report to the Professional Improvement Committee at the annual IATA summer in-service meeting.
4. Recommend web site improvements to the executive committee and Professional Improvement Committee.
5. Identify and communicate levels of access and security.
6. Inform web site users of problems, problem resolutions or application changes and updates.
7. Back up or modify applications and related data to provide for disaster recovery.
8. Review or update web page content or links in a timely manner, using appropriate tools.