

The Bulletin



VENC Webmaster's Apprentice

The VENC Web site is a vital tool for efficient operation of our Club, as well as a primary communication vehicle amongst our members. In addition to the web site platform, we have an online payment system, and a dedicated set of club email addresses together with a shared Google drive.

The VENC Webmaster performs many duties throughout the year. (See [job description](#) under the "About VENC" tab on victorianewcomers.ca for more details.) Given how dependent we are upon our web site and the VENC Webmaster, we'd like to invite a member who is comfortable learning new technology to serve as the Webmaster's apprentice. Ability to write procedures, solve problems, and coach users would also be helpful skills to bring to the job. The training process would continue throughout the year.

This position would not be a voting member of the Executive Committee, but would serve as a backup if ever the Webmaster were unable to attend meetings or perform her duties for any reason. When the Webmaster "retires", the apprentice would then be nominated to assume the full Webmaster's role, subject to ratification at the next AGM.

Prior experience as a webmaster is not required. This is your chance to acquire new skills. Please contact the VENCWebmaster@gmail.com if you are interested in this exciting opportunity.

