

Job Description

Chairman, Internet Committee

Accountable to: Church Board

Responsibilities:

- 1) Liaises with the Church Board and the pastor.
- 2) Reports to the Church Board as requested.
- 3) Sets an annual budget and administers the budget based on available funds.
- 4) Interfaces with other departments in the church.
- 5) Recommends and fills job positions in the Internet Committee on an interim basis until the Church Board can formally vote to resolve the vacancy.
- 6) Sets the agenda and date for monthly meetings.
- 7) Is the official contact point for concerns from members of the church and the Internet audience, and is responsible to see that those concerns are passed on to the committee or to the appropriate person(s) within the committee.
- 8) Oversees implementation of the directives of the Internet Committee.
- 9) Ensures Policies and Procedures are adhered to.
- 10) Other tasks as voted on by the Internet Committee.