



Website Editor

Position Description
Created Nov 2021

Overview: The website editor will be responsible for the content and images used on the [BVBBS website](#). The editor will plan layout, write copy and edit the content of the website. Attention to detail and knowledge of HTML language is needed.

Areas of responsibility include:

- 1) Attend semi-annual (March & October) meetings of the Bella Vista Bluebird Society (BVBBS); and attend other BVBBS meetings as needed or requested.
- 2) Make changes to website, first in the bbdev, non-public site to ensure accuracy. When bbdev changes have been accepted by the president, then published changes to public site.
- 3) In a timely manner, update all website content as needed or prescribed by the president. For example, edit and add meeting minutes within four days of receiving them from the secretary or president.
- 4) Create original content as needed.
- 5) Obtain owner's permission when using copyrighted photos or other content.