

Computer Science Honor Society (CSHS)

Officer Role Description: Webmaster

Position Title: Webmaster

Term: One Academic Year

Reports To: Chapter President & Faculty Advisor(s)

Position Summary

The Webmaster manages, maintains, and enhances the digital presence of the CSHS chapter. This position ensures that the chapter website, online portals, digital resource libraries, and issue tracking tools remain up-to-date, secure, accessible, and user-friendly for all members.

Key Responsibilities

Category	Detailed Responsibilities
Website Maintenance & Content Management	• Manage and regularly update the chapter website with current events, announcements, meeting notes, photo galleries, and officer profiles. • Ensure website accessibility, responsiveness across mobile and desktop devices, and compliance with school media policies. • Publish technical learning resources, project showcases, and coding challenge links provided by officers or members.
Issue Tracking & System Improvements	• Record, triage, and resolve website technical errors, broken links, and performance issues. • Gather user feedback and feature requests from chapter members and officers to continuously improve site functionality. • Implement technical enhancements (e.g., automated event calendars, submission forms, or tutoring request forms).
Digital Infrastructure & Collaboration	• Collaborate with the Secretary to upload meeting notes and photo media, and with the Treasurer to maintain digital financial logging portals. • Maintain version control, documentation, and handover guides for future webmasters.