|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role Name** | **Role Description** | **Name** | **Email Address** | **Telephone #** |
| Web Master | Performs general maintenance and updates to the website. | * Patricia Pac – *University of Illinois at Chicago*
* Christine Syvertson – *Rutgers University*
 | bpac2@uic.educes271@rutgers.edu | 312-413-3612848-932-4310 |
| Email Administrator | Responds to email messages sent through the website, triaging to the appropriate responder as needed. | * Patricia Pac – *University of Illinois at Chicago*
 | bpac2@uic.edu | 312-413-3612 |
| HEFMA Survey Master | Administers the bi-annual HEFMA Survey. | * Lan Wei – *Pennsylvania State University*
 | lzw177@psu.edu  | 814-865-1609 |
| Listserv Administrator | Manages the HEFMA membership and subscriber list.  | * Christine Syvertson – *Rutgers University*
 | ces271@rutgers.edu | 848-932-4310 |
| Tech Support | Contact the Web Master. | * Patricia Pac – *University of Illinois at Chicago*
* Christine Syvertson – *Rutgers University*
 | bpac2@uic.educes271@rutgers.edu | 312-413-3612848-932-4310 |
| Events Administrator | Manages Fall Meeting RSVPs.  | * Current HEFMA Board Members
 |  |  |

**Website Support Roles & Responsibilities**

