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| --- | --- | --- | --- | --- |
| **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.edu](mailto:bpac2@uic.edu)  [ces271@rutgers.edu](mailto:ces271@rutgers.edu) | 312-413-3612  848-932-4310 |
| 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](mailto:bpac2@uic.edu) | 312-413-3612 |
| HEFMA Survey Master | Administers the bi-annual HEFMA Survey. | * Lan Wei – *Pennsylvania State University* | [lzw177@psu.edu](mailto:lzw177@psu.edu) | 814-865-1609 |
| Listserv Administrator | Manages the HEFMA membership and subscriber list. | * Christine Syvertson – *Rutgers University* | [ces271@rutgers.edu](mailto: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.edu](mailto:bpac2@uic.edu)  [ces271@rutgers.edu](mailto:ces271@rutgers.edu) | 312-413-3612  848-932-4310 |
| Events Administrator | Manages Fall Meeting RSVPs. | * Current HEFMA Board Members |  |  |

**Website Support Roles & Responsibilities**

