

## Website Swap Shop Coordinator

Contributed by HEAR

Friday, 01 August 2008

Last Updated Saturday, 13 September 2008

Sarah Clayton is our Website Swap Shop Coordinator. Sarah's picture and information are coming soon!  
Website Swap Shop Coordinator:

- § Make a plan of how the swap shop will be run and inform the communication director of the plan
- § Advertise the shop to the members giving complete details of operation
- § Send email announcements to the HEAR leaders
- § Manage the site for HEAR members to buy, sell and swap goods or services
- § Decide what is appropriate for the shop
- § Reject advertising anything that is not in keeping with the HEAR Statement of Purpose and Belief
- § Keep the site up-to-date being prompt in removing items that are no longer available
- § Keep the director informed with swap shop information
- § Submit a bio and photograph to the Website Administrator