

# vets beyond borders

Position Type	Forum Moderator/ Administrator
Duration	12 Months
Responsible to	VBB Communications Sub-committee and VBB Board
Main Role	Moderate the VBB forum
Key Task, Duties and Responsibilities	<ol style="list-style-type: none"> <li>1. active participation in the VBB forum and a special interest in veterinary issues.</li> <li>2. assists members with their queries</li> <li>3. answer member's questions that members regarding the site, it's policies, and procedures and enforce the code of conduct.</li> <li>4. active engagement with posting and tidying 3 -4 times a week.</li> <li>5. work to promote interest and participation within the forum as well as generally promoting the VBB site and help in the recruitment of new members.</li> </ol>
Time Commitment	Average weekly time commitment: 3 hrs
Equipment Needed	Access to a computer and internet
Skills or experience required	<ol style="list-style-type: none"> <li>1. Financial member of VBB</li> <li>2. familiar with the phpBB forum</li> <li>3. an interest in and understanding of VBB's activities</li> </ol>
Apply to	Please email your application letter and resume to <a href="mailto:volunteerpositions@vetsbeyondborders.org">volunteerpositions@vetsbeyondborders.org</a> .