



## **District Webmaster**

**PURPOSE:** To provide an effective communications tool for the membership of the District, as information is the lifeblood of any organization.

**PERSONNEL:** A webmaster should be able to provide helpful information to the District membership and portray District activities and progress in a positive manner. Knowledge of website administration is essential.

### **DUTIES/RESPONSIBILITIES:**

- Maintain the District website and update the website as needed.
- Keep an up-to-date listing of Club websites with links to the District website. Pass along to the International Office any changes to Club website addresses.
- Promote and administer a Club website contest.
- Be visible at District Conferences and pass out promotional items with the District website address clearly displayed.

**ACTION PLANS:** As webmaster, urge Club leadership to develop and publish a Club website.

1. What is going to be done?
2. Who is going to do it?
3. When is it going to be completed?