

## Job Description for NC DKG Webmaster

- I. Qualifications
  - A. Is an active member in the Society and supports its purposes and mission.
  - B. Has had leadership experience at the state and/or chapter levels.
  - C. Maintains and utilizes a working knowledge of the Society governing documents.
  - D. Demonstrates effective interpersonal, communication, and time management skills.
  - E. Utilizes professional composition and computer skills, and keeps abreast of technological advances.
  - F. Has skills in writing, editing, photography, and website development.
  - G. Has a working knowledge of spreadsheets, word documents, presentation/meeting software, and website platforms (e.g. Google Sites, Excel, Word, Powerpoint, Weebly).
- II. Duties
  - A. Works directly with the NC DKG Executive Committee (state officers) for all web-related matters.
  - B. Collaborates with other related personnel, committee chairs, and the Executive Board to ensure effective communication throughout the membership.
  - C. Maintains NC DKG website in a professional, timely manner.
  - D. Utilizes social media to enhance membership awareness.
  - E. Works in coordination with the Executive Committee and committee chairs to enhance and promote virtual resources.
  - F. Oversees technology at the state meetings.
  - G. Organizes, maintains, and shares a distribution list of current contact information of chapter webmasters.
  - H. Maintains expense records and submits bills for reimbursement.
- III. Service
  - A. Assists chapters with chapter websites by reviewing, making suggestions, and forwarding certification documents.
  - B. Prepares and presents website training sessions for chapter editors and webmasters as requested by the President.
  - C. Supports committees and state leaders in communicating with chapter webmasters.
  - D. Serves *ex officio* with vote on the Communications and Marketing Committee and *ex officio* without vote on the Executive Board when the *NC DKG News Editor* or *Eta Data Editor* can not attend.
- IV. Reporting
  - A. Prepares a report for the fall Executive Board meeting and an annual report at/for convention each year.
  - B. Participates in presentation of communication information for new chapter officers during their training in even-numbered years.
- V. Responsibilities
  - A. Monitors and reports to the President under-involved chapters (e.g. late reports, poor response rates, inadequately maintained websites, etc.).
  - B. Attends state, regional and International meetings, workshops, and other events regularly and an International Convention training session once in her tenure.
  - C. Files an Emergency Plan with the Personnel Committee to allow retrieval of Society property in the event of her death or inability to perform her duties.