

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. Achieves "DKG Website Compliance" annually
 - E. Utilizes social media to enhance membership awareness.
 - F. Works in coordination with the Executive Committee and committee chairs to enhance and promote virtual resources.
 - G. Oversees technology at the state meetings.
 - H. Organizes, maintains, and shares a distribution list of current contact information of chapter webmasters.
 - I. 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
- 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.