**DKG Illinois State Organization Webmaster**

**Duties and Responsibilities**

**General Web site Duties**

* Update/create pages and forms as state officers/committees designate with approval of DKG ILSO president
* Consult with officers/committees to maintain up-to-date informational Web pages.
* Post all forms in Word and pdf format
* Post all forms on appropriate committee page
* Maintain file folder structure for easy location of files
* Investigate new techniques for enhancement of Web site
* Make site user-friendly

**Reports and other Paperwork**

* Earn biennial Certified Web site logo from DKG International
* Collect permission form from any person with information/picture on the website
* Give report of work at DKG ILSO Fall Executive Board and DKG ILSO Convention
* Instruct Executive Board on established submission protocol

**Other Duties**

* Attend ILSO April Convention, September Executive Board, and June biennial Transition meeting
* *Ex Officio* member of Communications and Marketing Committee and State Planning Committee; attendance is expected at one face-to-face meeting each biennium
* Help with organization and planning of Technology Seminar as a member of Communications and Marketing Committee
* Provide an Annual Report of goals, achievements, and recommendations to be published in the Convention program book
* At Transition Meeting, share procedure for submitting items for the Website
* Present with Communications and Marketing Chair at two Training for Chapter Leaders meetings
* Supervise ILSO Google drive, updating incoming officers on access to their files/folders
* Prepare evaluation links following an ILSO event, and compile responses for submission to the State President

**STANDING RULES**

1.46 Webmaster

1. The webmaster shall maintain a user-friendly Illinois State Organization Website and follow international guidelines. 4/17
2. With approval of the state president, the webmaster shall update/create pages and forms requested by officers/committees, post forms in Word and pdf format, update informational web pages, maintain a file folder structure for ease of locating files, and investigate techniques for website enhancement. 4/17