DKG Illinois State Organization Webmaster
Duties and Responsibilities

General Web site Duties

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

Reports and other Paperwork

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

Other Duties

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

STANDING RULES
1.46   Webmaster

    A.   The webmaster shall maintain a user-friendly Illinois State Organization Website and follow international guidelines.   4/17

    B.   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