



DKG PA State Web Master Application

Electronic Submission only

Send the electronic form from your email account to: kaystuart52@gmail.com

Subject Line: 2019 Web Master Search

Due Date: Emailed on or before March 25, 2019 (Attach your completed application to your email message.)

Job Description – DKG PA State Web Master

I. Qualifications

- A. The web master will be an active member of The Delta Kappa Gamma Society International who supports the purposes and mission of the International Society and possesses knowledge of the Society at all levels.
- B. Have experience and knowledge of Weebly website development. She will have strong secretarial and computer skills and be prepared to update these skills as technology advances. The webmaster will provide her own equipment.
- D. The web master will have sufficient time available to carry out the duties of this office.
- E. The web master will be proficient in the operation of a microcomputer. She will be skilled in the design, maintenance, and creation of files for a website and in the use of website and graphics.
- F. The web master will have a working knowledge of trademark/copyright laws as they pertain to websites.

II. Duties and Responsibilities

The following listing of duties provides a broad outline but is not restrictive. The web master will, in a timely manner:

1. Maintain the annual "official" website designation from Delta Kappa Gamma Society International.
2. Have knowledge of and comply with policies for use of electronic communications as it applies to the web site as found in ***International Standing Rules of Delta Kappa Gamma***

3. Work with state officers and committees to develop and/or update information and forms needed by DKG PA State members.
4. Update state officer and committee information for each odd-numbered biennium.
5. Update chapter information for each even-numbered biennium.
6. Work with the editor of the *Keystonian* to place the issues online.
7. Answer inquiries received from website visitors.
8. Work with the Communication Committee to present workshops and participate in workshop training.
9. Maintain a list of members who do not want their picture and/or name on the website.
10. Maintain a current backup of the files on the Delta Kappa Gamma server.
11. Maintain archive pages and photos.

III. Compensation

1.Annual fee for website	\$30
2.Technical support and supplies	\$200
3.Stipend	\$1200

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Name: _____

Address: _____

Telephone: _____ **Email:** _____

Chapter: _____ **Membership #:** _____

➤ Describe your experiences or background that would qualify you for this position.

➤ How do you plan on providing sufficient time to maintain the website in a timely manner?

➤ Do you feel you have the knowledge necessary to protect the state organization from trademark/copyright infringements? If not, how would you prepare yourself to handle this?

Please list your Society involvement including any planning or leadership roles, committee participation and offices held.

