

## **JOB DESCRIPTION – XI STATE WEB MASTER**

The Xi State Web Master will perform such duties as are prescribed in her contract. The Web Master will be under the direct supervision of the Xi State Personnel Committee.

### **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. She will have leadership experience at the state and chapter levels of the Society. She will have demonstrated effective interpersonal, communication, and time management skills.
- C. She will have strong secretarial and computer skills and be prepared to constantly update these skills as technology advances. The web master 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 graphic software. ( examples - HTML, Dreamweaver, Fireworks, Front Page, Contribute, Photoshop, Photoshop Elements)
- F. She will possess skills in the operation of a digital camera.
- G. She will be expected to attend State, Regional, and International Meetings.

### **II. Formal Agreement**

#### **A. Selection**

1. Notification of the job opening will be posted in the November issue of the *Xi State News* as specified in the *Xi State-Tennessee Policies and Procedures*.
2. Applicants will submit an application to the State Personnel Committee by March of the year in which the position is to be filled.
3. The State Personnel Committee will screen and interview all applicants and present its recommendations to the State Executive Board.

#### **B. Term of Office**

1. The term of office will be two years, beginning July 1, of odd numbered years.
2. The web master may succeed herself at the discretion of the State Executive Board for no more than ten (10) years.

3. Election will be made by the State Executive Board, upon the recommendation of the Xi State Personnel Committee, at the Executive Board meeting which precedes expiration of the term of office.
4. The State Personnel Committee will conduct an annual performance evaluation of the web master. The evaluation will assess duties as listed in the outline of the Job Description for web master.
5. The contract is not automatically renewed. To be considered for renewed employment, the incumbent will submit a written request six months prior to the expiration date of the contract.
6. If a vacancy occurs during a two-year term, the State President will appoint a member to fill the position on an interim basis.

#### C. Compensation

1. The web master will receive an honorarium as approved by the State Executive Board in the annual Xi State budget.
2. The web master will be reimbursed for office expenses as included in the annual Xi State Budget.
3. The web master will be reimbursed for attendance at State, Regional and International Meetings as specified in the ***Xi State-Tennessee Policies and Procedures.***

#### D. 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 Xi 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 ***Xi State News*** to place the issues online.
7. Answer inquiries received from website visitors.
8. Attend Xi State functions to photograph and record the activities for the website.
9. Work with the Technology Committee to present workshops and participate in chapter officer training.
10. Maintain a list of members who do not want their picture and/or name on the website.
11. Maintain a current backup of the files on the Delta Kappa Gamma server.
12. Maintain archive pages and photos.
13. Maintain the integrity of the website guestbook with continual monitoring.