

## Rotary District 7610 District Web Master

### Job Description

**Purpose:** To establish and maintain a high-quality web presence for Rotary District 7610.

**Qualifications:** The Web Master should be an active Rotarian in District 7610 and must have a working knowledge of the Rotary Data Base (DaCdb) and websites, to include design and updating.

#### **Duties and Responsibilities:**

- ❖ Maintain website and update bi-weekly, or more often as necessary
- ❖ Perform any necessary design work in conjunction with district leaders as required
- ❖ Regularly search [rotary.org](http://rotary.org) for news appropriate for posting on the website
- ❖ Attend district functions
- ❖ Attend trainings to prepare for facilitation role at district trainings
- ❖ Facilitate district trainings as requested
- ❖ Facilitate communication among district committees and encourage up-to-date committee information for the web site
- ❖ Act as a resource for club web managers when requested
- ❖ Review and facilitate website updates at the beginning of the new Rotary year and as functions are completed (speech, essay, YLA, etc.)
- ❖ Other duties as requested by the governor or other district leaders