DISTRICT 14-C WEBMASTER

FUNCTION
The Webmaster under the direction of the District Governor maintains the District Website to provide information to the District membership.

REFERENCES
LI Website

GENERAL
The Webmaster is appointed by the District Governor. This Lion will have adequate computer skills to be able to perform the tasks listed below. A good knowledge in the overall Lions program is also a significant asset, as many questions will address the how-to and where-from type of information. While many questions may be passed on to someone with detailed knowledge of the subject at hand, it would be helpful for the Webmaster to understand enough to both assist and know where to direct the questions.

DUTIES
1. Assist in posting the monthly district newsletter on the District Website.
2. Maintain the District Website with current relative information.
3. Respond to or direct questions to the proper resource for questions received on the Website from various sources.
4. Maintain contact with the LCI web site support team for resolving any technical problems.
5. Assist clubs in support of their club's website and related website issues.
6. Post and maintain an approved list of procedures on the District Website.

Procedure Change History
February 17, 2008
April 25, 2009
February 18, 2017