

ROTARY INTERNATIONAL DISTRICT 5500
JOB DESCRIPTION
DISTRICT WEBMASTER

ROLE:

Maintain a high-quality website with updated content.

RESPONSIBILITIES:

Work with the District Governor to determine content, layout, and design.

Ensure all content is current, correct, and non-offensive.

Solicit material from the District Governor, District Leadership Team, and District clubs to ensure web content is timely and is updated regularly.

Post events to the District Calendar.

Prepare and maintain all District event registrations.

Prepare and submit email communications as requested by the District Governor.

Allow administrative access to Rotarians approved by the District Governor.

QUALIFICATIONS:

Rotarian in good standing with home club for the immediate past 3 years.

Experience in website design and/or management. Clubrunner experience preferred.

Willingness to donate a time commitment of no less than 1 hour per week.

TERM OF OFFICE:

One year minimum.