



Job Description

Position: WEBMASTER (Appointed annually by District President in collaboration with VP Marketing and Public Relations, confirmed at fall HOD (one-year term, renewable.)

Rationale: Our web site is a key means for sharing information throughout the barbershop community and with any other interested parties.

- Tasks & Responsibilities:**
1. Develop and maintain an easily navigable web site for the District.
 2. Populate the web site in collaboration with a variety of content providers.
 3. Manage links and cross promotions with other sites, ensuring that links are up to date.
 4. Ensure content is kept up-to-date and current.
 5. Develop, research, layout, write/edit new sections/features.

Directly Communicates with: VP Marketing and Public Relations, BOD, DMT, all members and general public.

Reports Required			
Type	To	Copies to	Due Date
Annual Work Plan in writing.	District President	BOD DMT	For following year one week prior to September Planning meeting.
Progress Report in writing.	District President	BOD DMT	One week prior to each DMT and HOD meeting.