

WEB MASTER

- Maintain and update the District Eleven website.
- Maintain communication with the Governor and District Board of Directors for current information to be placed on the website regarding Officers/Chairmen; District Conference date, location and all forms to register for conference. Dates for the next International Convention.
- Conduct one or more workshops at the District Conference and/or other workshops as assigned. Provide Conference Chair with room set up requirements, including audio visual needs, for workshop.
- Attend planning session as directed by the Governor or District Trainer.
- Prepare articles for the District Service Bulletin as assigned.
- May contact local clubs individually to seek or share information.
- Accompany District Officers on club visits as requested.
- Prepare an annual report of activities and submit to the Governor or Governor Elect by April 1 of each year. (Last report to Governor and Governor Elect).
- Encourage clubs to submit for awards in all communications with them.

Revised 9/2021