

WEB SITE COORDINATOR

PURPOSE:

The position of the Web Site Coordinator is to obtain and post information on the Pennsylvania State Lions Web Site as directed by the Council of Governors and the State Administrator.

GENERAL:

1. An individual interested in the position of Web Site Coordinator shall submit a portfolio and resume outlining his/her qualifications and knowledge of the development and maintenance of web sites.

The Coordinator shall be interviewed and selected by the State Administrator and approved by Council of Governors.

2. The Coordinator shall work closely with the State Administrator, Council of Governors, The Pride magazine editor, State Committees, Coordinators and members of the International Family in obtaining articles, pictures and any other material that would be of interest to the Lions of Pennsylvania.

Any material to be posted on the web site shall be reviewed for accuracy by the State Administrator. The contents shall be posted as approved by the State Administrator.

3. The Coordinator shall update the web site monthly as directed by the State Administrator or the Council Chairperson and note the date updated on the web site.
4. Coordinator may attend State Council meetings, State Conventions and any other state meetings at his/her expense or reimbursed by the Pennsylvania Lions General Reimbursement Policy when requested by the State Administrator or Council of Governors.

The Coordinator may conduct training seminars at State Council meetings (if necessary) and at State Conventions for Lions and Lions clubs and shall be reimbursed by Pennsylvania Lions General Reimbursement Policy for one day meals, one nights lodging and mileage.

The training shall be as follows, but not limited to, encouraging Lions clubs and districts to create their own web sites, how to register with Lions Net and how to become familiar with the LCI and Pennsylvania Lions web site.

5. The Coordinator is subject to an annual performance review conducted by the State Administrator, Council Chairperson and Vice Council Chairperson at the third State Council Meeting.