

**Utah-Idaho District Webmaster Service Agreement**

Name: _____ Club: _____ Division: _____

Address: _____ City: _____ State: _____ Zip: _____

School: _____ Graduation Year: _____

Email: _____ Phone: _____

Experience and training for the Webmaster Position:

All members of the Utah-Idaho District who wish to serve in the office of District Webmaster agree to the following contract. It is understood that failure to meet the following agreement may result in immediate removal from office and the appointing of a successor subject to the approval of the District Board and the District Administrator.

The Utah-Idaho District Webmaster agrees to complete the following during his/her term of office:

1. Prepare and manage the website for information relevant to the District Key Club education, function and distribution to clubs.
2. Cover the following topics in *website and managing social media*:
 - a. Major Emphasis Program
 - b. Youth Opportunities Fund
 - c. International representative's message
 - d. Governor's message
 - e. Club/Division highlights
 - f. District Fall Rally promotion
 - g. District convention promotion and summation
 - h. International convention promotion and summation.
3. Assign board officers to write and contribute articles for district website. Help these officers meet your graphic standards by sharing suggestions on how to write articles and notifying them of deadlines. Be sure to edit their contributions to adhere to Key Club Brand Guide.
4. Work in conjunction with the Bulletin Editor as well as other positions to fulfill the technical needs of the district.
5. Attend the following gatherings:
 - a. District Convention and Leadership Conference at the beginning and end of term
 - b. Webmaster forum at international convention



- c. All District Board meetings
- 6. Present a webmaster's report at all official District Board meetings.
- 7. Strive to make all communications timely, well written, and free of mistakes and follow the Key Club graphics standards.

You must acquire the following signatures:

Webmaster Candidate

Date

Candidate's Guardian

Date

School Principal

Date

Kiwanis Advisor or President

Date

Key Club Faculty Advisor

Date

Key Club District Administrator

Date