

INFORMATION TECHNOLOGY / SOCIAL MEDIA COORDINATOR

PURPOSE:

The position is to obtain and post information on the Pennsylvania Multiple District 14 Lions Website and social media sites as directed by the Council of Governors and the State Administrator.

GENERAL:

1. An individual Lion member in good standing interested in the position of Information Technology/Social Media Coordinator shall submit a resume and Letter of Intent in accordance with Policy 401 A, outlining qualifications and knowledge of the technology used for the MD14 website and other social media.
2. Articles, pictures and any other material that would be of interest to the Lions of MD-14 shall be obtained by or submitted to the State Administrator by The PRIDE magazine editor, state committees, coordinators members of the international family, or any other entity that would be of interest to the Lions of MD-14.
3. All material to be posted on the website or social media shall be reviewed for accuracy by the State Administrator. The contents shall be posted as approved by the State Administrator.
4. The Coordinator shall update the website as directed by the State Administrator or the Council Chairperson and note the date updated on the website. Updates should be made in a timely manner, within reason.
5. The Coordinator may report at State Council Meetings when requested by the Council of Governors or State Administrator or have an action item. Reimbursement for expenses subject to Policy 204, General Reimbursement Policy.
6. The Coordinator may conduct training seminars at State Council meetings or State Convention when requested by the Council of Governors and/or State Administrator. Reimbursement of expenses are subject to Policy 204, General Reimbursement Policy.

The training may include, but not be limited to, encouraging Lions Clubs and districts to create their own websites, how to use e-Clubhouse and e-District and how to efficiently use the LCI and Pennsylvania Lions websites and social media.
7. Submit a budget for reporting to the Council of Governors. This must be submitted to the Finance Committee prior to November 30th for the next Lions' year.
8. The Coordinator is subject to an annual performance review conducted by the State Administrator, the Council Chairperson and the Vice Council Chairperson at the Third State Council Meeting.