

# **KCYM JOB DESCRIPTION WEBSITE CHAIRMAN 2025-2026**

**Job Description:** The Website Chairman shall be responsible for maintaining and updating the KCYM website as necessary throughout the Club year. She shall meet with the Director of Communications, who is her liaison to the Board.

## **List of Duties:**

- 1. AUTOMATIC COMMITTEES: Member of a)** Public Relations Committee.  
**b)** Public Relations Committee of the Philanthropic Benefit Board **c)** Yearbook
- 2. YOUR DIRECTOR IS:** Director of Communications
- 3.** She shall attend the May, September and January Joint Board of Directors and all Business Meetings.
- 4.** She shall have knowledge of the “Wordpress” Program or be willing to use the online tutorial to gain a working knowledge of “Wordpress”.
- 5.** She shall get approval from the Director of Communications and the President for any proposed change in website content, except for general information included and listed in the yearbook.
- 6.** She shall meet as necessary with a website professional retained by the Club in order to maintain and update the website.

rev: 8/10, 2/2013, 11/2014, 3/2015, 3/2019, 3/2022

# **KCYM Timeline Website Chairman 2025-2026**

## **April:**

- Meet with your predecessor to learn about your job.
- Set up website gmail on computer.

## **May:**

- Confirm list of committee members and prepare motion to approve committee members at Joint Board of Directors meeting.
- Attend Joint Board Meeting.
- Update website with forms submitted by President.
- Check website email once a week for username and password requests.
- Add Newsletter to website.

## **June:**

- Provide information on how to access the site to the New Member Chairman.
- Grant new KCYM members access to the website, create username and passwords as requested.
- Check website email once a week for username and password requests.
- Add Newsletter to website.

## **July:**

- Check website for GoDaddy payment information.

## **August:**

- Update the website with new information as per the Yearbook.
- Check website email once a week for username and password requests.
- Add Newsletter to website.

## **September:**

- Attend Joint Board meeting.
- Attend Reassembly Day Tea.
- Update website with new photos and information for programs, community service, and leadership.
- Check website email once a week for username and password requests.
- Add Newsletter to website.

## **October:**

- Attend Business meeting.
- Update website with Magic Ball information as requested by Co-chairs (occurs every other year)
- Check website email once a week for username and password requests.
- Add Newsletter to website.

## **November:**

- Attend Business meeting.
- Check website email once a week for username and password requests.
- Add Newsletter to website.

**December:**

- Check website email once a week for username and password requests.
- Add Newsletter to website.

**January:**

- Attend Joint Board meeting.
- Give mid-year report.
- Attend Business meeting
- Check website email once a week for username and password requests.
- Add Newsletter to website.

**February:**

- Attend Business meeting.
- Check website email once a week for username and password requests.
- Add Newsletter to website.

**March:**

- Review your job description and timeline and submit changes to the President-elect.
- Assist with Club Commitment Day as requested.
- Prepare working notebook to pass on to your successor.
- Check website email once a week for username and password requests.
- Add Newsletter to website.

**April:**

- Meet with your successor.
- Submit all service hours.
- Submit final report.
- Check website email once a week for username and password requests.
- Add Newsletter to website.

rev: 2/2013, 3/2022