



CLUB WEBMASTER

Credits to 2013-2014 NYDKC Division 11 Lt. Governor Lillian Xie

BASIC DUTIES

- Create and maintain a website with at least seven pages of information.
- Keep close contact with other officers and members to keep the site updated.
- Make sure all of the links on the website work.
- Upload all meeting minutes and agendas on the website.
- Help the club with any technological issues.
- Work with the Public Relations committee to spread the word of Key Club.

Every week, you should:

- Update your website with club meeting agendas, upcoming events, directions to event locations, news/updates, etc.

Every month, you should:

- Attend some board meetings to discuss the website and ask the rest of the board for suggestions/feedback. Conduct a survey with your club to see if anything should be added.
- Upload pictures and club publications.
- Link to district publications.

For the year, you should:

- Create and maintain a full-scale website.
- Make sure that if your club pays for your domain/hosting, the fee gets paid so your club website stays on!
- Make sure to put all contact information of your officers on your website.
- The contact information of your District Executive Officers (Governor, Secretary, Treasurer, Editor, Webmaster, and Executive Assistant) and your Lieutenant Governor should be there as well.

STARTING FROM SCRATCH

- Choose software with which you are comfortable like Microsoft Visual Studio or Adobe Dreamweaver.
- Have a basic understanding of codes:
 - HTML (Hyper-Text Markup Language)
 - CSS (Cascading Style Sheet)
 - PHP (Hypertext Preprocessor)
- Create your own graphics using software such as Adobe Photoshop/InDesign or Corel Paint Shop.
- Make sure that your graphics are linked to your web pages when you are uploading.

SEARCH FOR A HOSTING SERVICE

- Free Hosting Service
 - Pros: It is free and has almost every feature you will need.
 - Cons: It never gives you a domain name and it may have advertisements.
- Paying for Hosting Service
 - Pros: It has more disk space and bandwidth and usually comes with a free domain name included.
 - Cons: It is usually expensive (\$50-\$150 per year) and has most of the same features are available for free.
- Conclusion: Start with a free hosting service
 - URL Redirection is a FREE solution to having a subdomain. Your website can have a professional-looking URL (e.g., <http://www.highschoolkeyclub.co.nr>). Search "URL Redirection on Google (the co.nr one is the most popular).

ADDITIONAL RESOURCES

- Key Club International Resources: <http://keyclub.org/fad.aspx>
- Key Club International Club Level Leadership: <http://keyclub.org/Leadership/ls/cl.aspx>
- Key Club International Guidebook: [http://www.keyclub.org/Libraries/Governance/Guide KeyClub Key Club Guidebook 2014-15.sflb.ashx](http://www.keyclub.org/Libraries/Governance/Guide%20KeyClub%20Key%20Club%20Guidebook%202014-15.sflb.ashx)
- New York District Paperwork: <http://nydkc.org/resources-paperwork/>
- New York District Bylaws: [http://nydkc.org/wp-content/uploads/2013/10/NYD Key Club Bylaws KCI Approved 6-19-14.pdf](http://nydkc.org/wp-content/uploads/2013/10/NYD_Key_Club_Bylaws_KCI_Approved_6-19-14.pdf)
- New York District Board Contact Information: <http://nydkc.org/who-we-are/district-board/meet-your-district-board/>