District 5M-2 Cabinet Position Description
Computer Technology

Responsibilities:

- Maintain the district website and Facebook page

- Assist clubs in their webpage development and maintenance

- Put District Lions clubs upcoming events on the website and/or Facebook page as requested

- Put the District newsletter on the website and send emails to those Lions wanting to be notified

- Send eBlast notifications to all clubs on upcoming events as requested

- Maintain the District computers, projectors and screens

- Attend 4 District Cabinet meetings – August, October, February (at Mid Winter) and May – and submit a written report to the Cabinet Secretary in advance of the meeting.

- Give a brief presentation at the Fall Region Meetings and/or provide a table display as appropriate

- Attend Region and Zone meetings (optional)

Expenses:

- Expenses to maintain the website are covered in the District budget.

- Some other expenses may be covered in the District budget, subject to Rules of Audit.

- Remainder of expenses is out of pocket i.e. Zone and Region meeting attendance.