

SDCTM Webmaster job description

January

Post conference program

Post updates and conference information as needed

February

Update award recipients from conference

Add conference photos

March

Post summer workshop, professional development opportunities as received

Spring

Post presidential award recipient information

Update/revise officer contact information

August

Update/post conference speaker proposal form

Update/post conference vendor form

October

Update/post conference registration form

Add conference dates to sdpc website

Post presidential award finalist information

December

Post conference brochure

Send brochure to principals' listservs

Ongoing

- Post scholarship opportunities, grants, professional development information throughout the year per request
- Post presidential award nominations and information update as necessary
- Post links and member suggestions as they are received
- Post meeting minutes when received from Secretary
- Post newsletter information when received from Editor. Only newsletters > 1 year are posted for general public access