

## **WebMaster Duties**

The webmaster shall be responsible for maintaining the Saskatchewan State Web Page Site: [www.kofcsask.com](http://www.kofcsask.com) which is hosted by UKnight.

The specific duties include but are not limited to:

1. Monthly Updates.
2. Page Updates.
3. Event postings.
4. Degree events.
5. Event Calendar updates.
6. Officers, Program Directors and District Deputy photos and contact information.
7. State Roster Updates.
8. Monthly newsletter – Saskatchewan Knightline updates as required.