**EDITOR JOB DESCRIPTION**

Communications for the MN State Organization shall consist of the state editor of The North Star News, the state Webmaster, and in part, the state treasurer. The duties of the editor are as follows:

The North Star News shall be electronically published three (3) times each year and sent to Minnesota State Organization members and made available on the state Web site. Chapter presidents shall print copies for members who do not have access to the state Web site.

The editor shall work with the convention committee to arrange for publicity for and coverage of the state convention, the state retreat, as well as all state meetings.

The editor shall, with the Webmaster, arrange photographic and print coverage of state meetings, the state convention and the state retreat.

Notice of automatic amendments, those needed to comply with the DKG *Constitution* andInternational Standing Rules shall be published in the fall or winter issue of the North Star News.

Any proposed amendments shall be published to members at least thirty (30) days before convening the convention, if possible, they may be published in the winter edition of The North Star News.

*Budgeted expenses approved by the state executive board to be reimbursed by the Minnesota State Organization shall be expenses incurred during the performance of the duties of the North Star News editor, including an honorarium in an amount established in the budget, if funds are available.*

**WEBMASTER JOB DESCRIPTION**

Communications for the MN State Organization shall consist of the state editor of The North Star News, the state Webmaster, and in part, the state treasurer.

Minnesota State Organization Bylaws and Standing Rules, in its most current form, shall be available on the Web site.

The Minnesota State Organization Web site shall be in compliance with international standards and is managed by the state Web site manager. The Web site manager shall:

* report to the state executive board to make recommendations regarding technological advances that would increase the productivity, efficiency, and/or cost-effectiveness of the Minnesota State Organization;
* update the Minnesota State Organization Web Site as needed or a minimum of every six (6) months;
* work with the convention committee to arrange for coverage of the state convention, the state retreast, as well as all state meetings, and
* with the editor shall arrange photographic and print coverage of state meetings, the state convention and the state retreat.

Notice of automatic amendments, those needed to comply with the DKG *Constitution* andInternational Standing Rules shall be placed on the Website.

Any proposed amendments shall be published to members at least thirty (30) days before convening the convention, on the Website.

*Budgeted expenses approved by the state executive board to be reimbursed by the Minnesota State Organization shall be expenses incurred during the performance of the duties of the state Webmaster, including an honorarium in an amount established in the budget, if funds are available.*