

**January 7, 2017 Leadership Team Reports**

**Name**: Susie Nulty

**Position / Committee**: Webmaster/External Communications

**2016-2018 Biennium Goals:**

* Provide current Board training on and tour of Members Only web section AND on updating the D12 Google calendar during the 01/2017 Board meeting.
* Assist clubs hosted under D12 with web site updates as needed. Attempt to complete requested changes and additions within 7 days of request.
* Update D12 web site and hosted clubs with relevant information based on current events and maintain historical pages
* Verify all clubs are using new logos and themes with on-line materials by August 1, 2016.
* At the beginning of each Zonta year (by August 1st), contact each club hosted under the District for updates regarding meetings, officers and any other information that needs to be reviewed and changed.

**Accomplishments (to date) & plans for next 6 months.**

* Will use my report time on 01-07-2017 to address the following: Provide current Board training on and tour of Members Only web section AND on updating the D12 Google calendar during the 01/2017 Board meeting.
* Most of the requests have been addressed in a timely manner and hope to continue and also include Janet Bergin in processing requests: Assist clubs hosted under D12 with web site updates as needed. Attempt to complete requested changes and additions within 7 days of request.
* This is on-going and most hosted clubs now have a History section: Update D12 web site and hosted clubs with relevant information based on current events and maintain historical pages
* All clubs are using the new logos including those with self-hosted sites: Verify all clubs are using new logos and themes with on-line materials by August 1, 2016.
* Many clubs have provided updates but I need to re-contact those that have not provided recent updates: At the beginning of each Zonta year (by August 1st), contact each club hosted under the District for updates regarding meetings, officers and any other information that needs to be reviewed and changed.