

Village Quilters Job Description Web Editor

Duties of Standing Committees:

- A.** Outgoing Standing Committee Chairs shall turn over all books, records or files to their successors.
- B.** All Standing Committee Chairs shall work within the guidelines for that committee as set forth in the applicable Job Description as maintained within the Secretary's files.

Policy & Procedures affecting Job:

Administrative:

Advertisement on the Association website or in the E-Bulletin shall be restricted to members of the Association and shall be restricted in content to the subject of Quilting. If a member wishes to place an announcement or item which may not be quilting related it may only be placed on the bulletin board for others to view.

Duties & Responsibilities:

- Monitor the website to help maintain current content.
- Act as liaison between webmaster and the board and/or members to funnel information to webmaster.
- Edit all information slated for the website prior to webmaster placing it on the site.
- Gather and/or request needed information for annual updating for Officers, Committees, Programs/Classes, Workshops, and calendar events.
- Check other quilt-related websites for upcoming events and information that might be of interest to The Village Quilters.
- Maintain the web calendar pages and update as needed. Add/delete special calendar events as needed.
- Ensure that links to other websites are up-to-date.
- Notify and provide Secretary with any change or revision for job description as needed. With respect to the retention policy, forward any original record(s) you may have to the Secretary prior to year end if it is called for in the policy.
- Present receipts and reimbursement forms for any expenditures to the treasurer on a timely basis.