

# ***Village Quilters Job Description Webmaster***

## **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 Guild website or in the E-Bulletin shall be restricted to members of the Guild 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 and Responsibilities:**

- Maintain the format & integrity of The Village Quilters website.
- Upload/make all changes, additions or deletions to the website pages in a timely fashion.
- Post current upcoming information on home page.
- Create new pages and links as necessary.
- Update, add, delete links or information as needed and coordinate all changes with the Guild President and Web Editor, or as approved by the board.
- Create slideshows for pertinent photographs.
- Back up the entire website in a timely fashion.
- 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.
- Provide annual budget input as requested by the treasurer.
- Adhere to the budget approved for this position. If additional funds are required, prior approval by the board must be requested before incurring the expenses.

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### **Webmaster Skills needed:**

- Use the webpage editor, DreamWeaver to create new WebPages from a previously created template, and make changes to existing pages.
- Be able to upload and download information from the website via FTP using DreamWeaver.
- Make changes to the template and have those changes reflected in all the current WebPages of the site.
- Use the Project Seven software with DreamWeaver to create slide shows.