

# ***Village Quilters Job Description Web Editor***

## **Duties according to Village Quilters Bylaws:**

None

## **Policy & Procedures affecting Web Editor/Website:**

### **Administrative:**

- e) 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.

As of September 2008