

Village Quilters Job Description Webmaster

Duties according to Village Quilters Bylaws:

None

Policy & Procedures affecting Webmaster:

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 and Responsibilities:

- Maintain the format and 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, as approved by the board.
- Create slideshows for pertinent photographs.
- Back up the entire website in a timely fashion.
- Be committed to working on the website weekly and sometimes more frequently as necessary.

Webmaster needed skills:

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

As of September 2008