

Village Quilters Job Description

Webmaster

Duties according to Village Quilters Bylaws:

Article VI – Duties of Standing Committees:

Section 2. Outgoing Standing Committee Chairs shall turn over all books, records or files to their successors.

Section 3. 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 activity:

Directly: Beware of Administrative policy as it affects website content.

Indirectly: Be aware of other Policies & Procedures regarding activities that may affect content or information placed on the website.

Duties and Responsibilities:

- ⤴ Maintain the format & integrity of The Village Quilters website www.villagequilters.com .
- ⤴ 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, committee chair or as approved by the board.
- ⤴ Create slideshows and albums for pertinent photographs.
- ⤴ Gather and/or request needed information for annual updating for Officers, Committees, Programs/Classes, Workshops, and calendar events.
- ⤴ Maintain all website related files on the Village Quilters computer and, if required, backup the entire website in a timely fashion.
- ⤴ Act as point person with respect to calendar reservations – requests for Room A use should be funneled through you; keep web calendar information up to date. Add/delete special calendar events as needed. Further, understand the division/split of days reserved for the Art Guild which by agreement generally should be:
 1. the 1st contiguous Thursday, Friday and Saturday of each month unless the 1st Thursday comes the day before a VQ meeting then it would be the 1st Friday and Saturday of the month or 1st Saturday of the month,
 2. All Tuesdays including any 5th Tuesday,
 3. All Fridays including any 5th Friday (exception: the afternoon of the 2nd Friday if VQ has a class with a professional speaker),
 4. Every 2nd Monday of the month.
 5. Be aware there may be times that the Art Guild will want to negotiate the use of the Quilt Guild's 5th Monday and/or 5th Wednesday in order to get 5 contiguous days for a 5-day workshop. Coordinate with President and/or affected committee.

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- ⤴ Make sure bills are received and paid in January each year; there are two payments – one to **webs.com** for the website service and one to **dotster.com** for the domain name.
- ⤴ May recruit a member or two to help proof website as new content is added.
- ⤴ Check other quilt-related websites for upcoming events and information that might be of interest to The Village Quilters.
- ⤴ Ensure that links to other websites are up-to-date.
- ⤴ Work within the guidelines of this office as set forth in this job description; notify and provide Secretary with any change or revision for job description as needed.
- ⤴ Outgoing Chair shall turn over all books, records or files to their successors.
- ⤴ If you receive any donation items from a donor, complete the "Donations Received Report Form" and deliver to the Treasurer for handling.
- ⤴ Provide annual budget input if/when requested by the treasurer. Adhere to the approved budget, if any, for this position. If additional funds are required, prior approval by the board must be requested before incurring the expense.
- ⤴ With respect to the retention policy, forward any other original record 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.

Webmaster Skills needed:

- ⤴ Use Webs (webs.com), an online website builder, to create new webpages and make changes to existing pages.
- ⤴ Be able to upload and download information and photos to Webs from email, existing files, and/or the internet.
- ⤴ Monitor content in Forums.
- ⤴ Read and respond to emails to the Webmaster in Webs.