

Village Quilters Job Description

Webmaster

Standard Duties of Standing Committees & Officers:

1. Outgoing Standing Committee Chairs & Officers shall turn over all books, records, files or digital files or any other job asset to their successors.
2. All Standing Committee Chairs & Officers shall work within the guidelines for that job as set forth in the applicable Job Description as posted on the Guild website and retained within the Secretary's files; notify and provide designated Compliance Person with any proposed change or revision to the scope of job as needed or when requested.
3. Know this job's Budget, if any; review and manage Budget, purchases and expenses. If applicable, all treasury items should be forwarded to the treasurer for handling on a timely basis such as (1) forward checks received with *Receipts Record Form*; (2) present receipts with *Expense Reimbursement Forms* for any expenditures; (3) advise treasurer of budget needs on an annual basis as requested; (4) adhere to the approved budget – if additional funds are required, prior approval by the board must be requested before incurring the expenses and (5) if you receive any donated items (monetary or hard goods) from a donor, complete the "Donations Received Report Form" and deliver to the Treasurer (note: donations of \$250 or more require a receipt to donor from Treasurer whether requested or not).
4. Attend board meetings or send a committee alternate representative or provide report to President if no representatives will attend.
5. 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.
6. Whenever possible, pass pictures or suggestions to Publicity/Historian Chairs to document activities and events in this job for print or social media.

Policy & Procedures affecting Job:

1. Review all policies and procedures for general understanding and specifically note Administrative, Financial, Retention or any other items that may affect this particular job description.

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; create new pages and links as necessary.
- ⤴ Post current upcoming information on home page.
- ⤴ Update, add, delete links or information as needed and, if appropriate, coordinate all changes with Guild President, committee chair and/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 and/or other changeable content.

Village Quilters Job Description

Webmaster

- ⤴ Maintain all website related files on Webmaster's personal computer and/or on a flash drive and, as required for content security, backup the entire website in a timely fashion on the current VQ backup drive.

- ⤴ Requests, changes and cancellations for Room A use should be directed to the Vice President who will pass to Webmaster (don't accept from any other member before confirming with VP); Webmaster should keep web calendar information up-to-date especially with respect to changes and cancellations. Add/delete special calendar events as needed. Further, understand the division/split of days reserved for the Art Guild which by agreement dated February 2019 should be:
 - ⤴ Monday 2nd of the month (Quilt has remainder of Mondays)
 - ⤴ Tuesday ALL including 5th (Quilt has NONE)
 - ⤴ Wednesday None (Quilt has ALL incl 5th)
 - ⤴ Thursday None (Quilt has ALL incl 5th except below)
 - *Exception 1: Art gets 1st Thursday of the month ONLY IF it precedes the 1st Friday AND 1st Saturday;*
 - *Exception 2: Art gets Last Thursday of the month ONLY IF it precedes the 1st Friday of the NEXT month*
 - ⤴ Friday ALL including 5th (Quilt has NONE except below)
 - *Exception 1: Quilt Guild gets the afternoon of the 2nd Friday IF the Quilt Guild has a class scheduled with a professional speaker*
 - ⤴ Saturday 1st & 5th of the month (Quilt has 2nd, 3rd, 4th except below)
 - *Exception 1: Art gets 2nd Saturday ONLY IF preceded by a 1st Thursday AND 1st Friday of the month due to the 1st Saturday being the 1st day of the month*
 - ⤴ Sunday None (Quilt has NONE)

- ⤴ Make sure bills are received and paid; there are two payments – one to **webs.com** for the use of the software service and one to **dotster.com** for the website domain name of villagequilters.com.

- ⤴ If desired, may recruit a member 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.

- ⤴ Read and respond to emails to the Webmaster in Webs.

- ⤴ Monitor and remove items that have "shelf" life such as sale items or dated events.

Webmaster Skills needed:

- ⤴ Be able to 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.