

WEBMASTER CHAIR—Job Description

Duties and Responsibilities

- Maintain the format & integrity of The Oroville Piecemakers Quilt Guild website www.orovertimepiecemakers.org
- Upload the monthly newsletter to the Newsletter page
- Upload/make all changes, additions or deletions to the website pages in a timely fashion
- Post guild-related pictures in the Gallery (e.g., members' show and tell projects)
- Gather and/or request needed information for annual updating for Officers, Committees, Programs/Classes, Workshops, and calendar event
- Update the calendar page with new/ or revised information regarding upcoming speakers and workshops
- Update, add, delete links or information as needed and coordinate all changes with Guild President, or as approved by the board
- Monitor the guild email account (orovertimepiecemakers@gmail.com), including
 - Respond to relevant enquires
 - Forward notifications of interest to the guild or to specific chairs (workshop, speaker, membership)
- Monitor the appearance and functionality of the website; interact with web design consultant as needed to correct issues
- May recruit a member or two to help proof website as new content or programs are added
- Check other quilt-related websites for upcoming events and information that might be of interest to The Oroville Piecemakers Quilt Guild
- Ensure that links to other websites are up-to-date

Planned Projects

- Building a "Links" page with relevant information regarding quilting and /local events

Webmaster Skills needed:

- Use Virb (www.virb.com) an online website builder, to create new web pages and make changes to existing page.
- Be able to upload and download information and photos to Webs from email, existing files, and/or the internet

Guidelines for Webmaster

- The Webmaster is a volunteer position suggested by the nominating committee and assigned by the President
- Obtain any past procedures and/or reports from outgoing Chair
- The Webmaster will maintain website's efficiency and update the website to optimize information content for Guild members and public

Budget

- Submit a budget for the fiscal year
- Items purchased on behalf of the Guild are reimbursable following these guidelines:
 - Obtained receipts for all purchases
 - Complete, sign, and attach receipts to an Expense Reimbursement Form. This Form should be completed within 30 days of the incurred expense but at a minimum within the fiscal year
 - Give all receipts and completed forms to the Treasurer for reimbursement

Other Duties

- ***Preparation for Board Meetings***
 - Attend monthly Board Meetings
 - Upon request of Executive Committee and Board Members
 - Read minutes from prior board meeting and be prepared to submit any correction
 - Read and prepare for discussion any materials presented at last meeting or distributed during the month that will be discussed
 - Example: A change to an operational document
- ***Chair Person Committee Report***
 - At the end of the year, Webmaster submits a report to the President on or before January's Board Meeting. It should include all information about the past year, budget, job description review, or other concerns and recommendations for the next year
- ***Job Description:***
 - Review annually and update as needed
- ***Transition:***
 - Turn in supplies and projects, whether completed or not to the new chairperson at the December General Meeting
 - Be available resource as needed to incoming chair