

SANTA CLARA VALLEY QUILT ASSOCIATION

STANDING COMMITTEE: WEBMASTER

TERM: 2 years

Requirements

- Computer with high speed internet connection (DSL or Cable Modem)
- Familiarity with HTML, CSS, and FTP software

Duties:

Yearly

- Renew domain name registration
- Renew web hosting account
- Update web with list of speakers for upcoming year

Quarterly

- Back up website to CD
- Back up photos from guild meetings to CD

Monthly

- Attend board meeting
- Attend guild meeting and take pictures of Show & Tell, Speaker, etc.
- Update Web with new calendar items, new BOM, class information, etc.

The following tasks crop up occasionally:

- Update other pages as requested by various chairpersons.
- Manage mailing list for Board
- Manage mailing list for online newsletter list
- Manage email forwarders for board members
- Manage shopping cart system for Paypal account used for membership renewal

Attend monthly Board meetings.

Keep an accurate record of expenses.

Present a budget to the Treasurer for your position/committee for the following year by August first.

Reviewed 2006