

## **JOB DESCRIPTION – HAAQG BOARD CHAIRS**

**Title:** Web Site

**Duration of Job:** One Fiscal Year (June to May)

**Average Number of Hours Per Month:** 4-6 hours

**Last Updated:** 3/18/2010

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**Description of Committee Function** – please be specific:

This committee is responsible for maintaining the Guild website to inform and promote activities of the Hands All Around Quilt Guild. Responsibilities include:

- Attend all Board meetings.
- Up-date web site with current information.
- Work with Committees to design new web pages as needed.
- Review Guild in-box on a regular basis (as least weekly). Reply to emails or forward them to the appropriate committee chairs to handle.
- Continue to find ways for members to use the site and looks for ways for members to interact on the site.
- Update quilt links that might be of interest to members.
- Budget for and pay the monthly fees (\$4.95 in 2010) for the website hosting service. (You will be reimbursed upon submitting a voucher.)

**Binder Contents:**

- Webmaster job responsibilities document
- Tutorial: How to use Word to create a web page
- Flash drive with website content and to be used as website back-up