

Quilters' Sew-ciety – Webmaster

Description – Revised 2025

- A. **Organization Relationship:** Standing Committee
- B. **Term:** A one-year term with the option of serving any number of consecutive terms
- C. **Committee Composition:** One member
- D. **Overview of Responsibilities:**
 - 1. Maintain the Quilters' Sew-ciety website, www.qsrochester.org and its domain name.
- E. **Skills Required (at minimum):**
 - 1. Knowledge of HTML and JavaScript coding
 - 2. Understanding of File Transfer Protocol (FTP) and file management
 - 3. Proficient in English grammar and writing
 - 4. Working knowledge of the legal aspects of publishing to the Internet including personal data, trademarks, copyrights, etc.
- F. **Responsibility Details:**
 - 1. You are invited to attend all Board meetings. Attend when possible.
 - 2. The QS website should meet the standards of high-quality and technical accuracy that represents Quilters' Sew-ciety in an ethical and professional manner
- G. **Duties include:**
 - 1. Publish monthly updates and additions to the QS website including, but not limited to, QS Programs, Event calendar, workshops and retreat information
 - 2. Archive Newsletters for historical purposes (No longer published on the website)
 - 3. Publish forms and other "Member info" materials as requested
 - 4. Remove items from the live website that are outdated (e.g. class or event has completed) or at the request of the content provider

5. Publish Library listings provided by QS librarian(s)
6. Publish meeting cancellation notices or other “last-minute” updates as required
7. Assist content providers with format and wording as needed
8. Create new calendar page twice a year
9. Provide web site statistics and information to the Board as requested
10. Work with the Treasurer to ensure hosting and domain name maintenance fees are in order and paid in a timely manner
11. Work with the Board as needed for publishing content to the website
12. Work with ipower.com (or other hosting provider) as needed for website support and continued hosting

H. Specific to the QS Quilt Show – Content provided by the responsible Quilt Show committee

1. Update the Event calendar with Quilt Show information – Dates/times, Quilt drop off/pick up, and other information
2. Update the Quilt Show page with Quilt Show and Raffle Quilt information
3. Add Quilt Show forms, images, volunteer sign up information, and related materials to the website

I. Management of the Mailboxes assigned to qsrochester.org

1. Monitor the webmaster@qsrochester.org Mailbox
2. Create new mailboxes as needed
3. Set up/remove forwarding of mailboxes to private emails as requested
4. Update passwords as needed

J. Other

1. Contact the President-Elect with any Website Committee concerns or problems
2. Prepare a Quilters' Sew-ciety Year End Report that details the duties completed during that term

- a. The original report is given to the President for that term and a copy is kept with the Website records.