

Quilters Sew-ciety - Webmaster

Job Description

Revised 2018

Organization Relationship: Standing Committee

Term: A one-year term with the option of serving any number of consecutive terms

Committee Composition: One member

Overall Responsibilities: Maintain the Quilters' Sew-ciety website, www.qsrochester.org and its domain name.

Skills Required (at minimum):

- Knowledge of HTML and JavaScript coding
- Understanding of File Transfer Protocol (FTP) and file management
- Proficient in English grammar and writing
- Working knowledge of the legal aspects of publishing to the Internet including personal data, trademarks, copyrights, etc.

Responsibility Details:

The QS website should meet the standards of high-quality and technical accuracy that represents Quilters' Sew-ciety in an ethical and professional manner.

Duties include:

- Publish monthly updates and additions to the QS website including, but not limited to, the monthly Newsletter, QS Programs, Event calendar, and Lotto Blocks
- Publish workshop forms and other "Member info" materials as requested
- Remove items from the live website that are outdated (e.g. class or event has completed) or at the request of the content provider
- Publish Library listings provided by QS librarian(s)
- Publish meeting cancellation notices or other "last-minute" updates as required
- Assist content providers with format and wording as needed
- Create new calendar page annually
- Provide web site statistics and information to the Board as requested
- Work with the Treasurer to ensure hosting and domain name maintenance fees are in order and paid in a timely manner
- Work with the Board as needed for special or new requests for publishing content to the website (e.g. Facebook link, new page for Job Descriptions, etc.)
- Work with ipower.com (or other hosting provider) as needed for web site support and continued hosting

- Specific to the QS Quilt Show – Content provided by the responsible Quilt Show committee
 - Update the Event calendar with Quilt Show information – Dates/times, Quilt drop off/pick up, and other information
 - Update the Quilt Show page with Quilt Show and Raffle Quilt information
 - Add Quilt Show forms, volunteer sign up, and related materials to the website

- Management of the Mailboxes assigned to qsrochester.org
 - Monitor the webmaster@qsrochester.org Mailbox
 - Create new mailboxes as needed
 - Set up/remove forwarding of mailboxes to private emails as requested
 - Update passwords as needed

Other duties

- Attend Board meetings as requested
- Contact the President-Elect with any Website Committee concerns or problem
- Prepare a Quilters' Sew-ciety Year End Report that details the duties completed during that term. The original report is given to the President for that term and a copy is kept with the website records.