Big Red Quilters' Guild

Established September 2014

Webmaster Job Description

The website is in WordPress which is really easy to learn and use. The webmaster does not need to be a programmer, but some inclination for electronic processes is desired. Interested persons should contact the current webmaster for an introductory "lesson" to see if they might want to fill this role at a future time. Other available roles, such as blog updater or editor for pages, would be a good starting place before becoming the webmaster. A search of the web and WordPress help pages can answer most questions and explain how to do things step by step. Former webmasters will also provide assistance to new webmasters assuming this role.

Webmaster: Responsibilities include, but are not limited to:

As Scheduled:

- Provide website/Facebook updates to all board members for BOT meetings.

Monthly:

- Attend all general meetings, and provide website updates to general membership as needed.

On-going:

- Watch for email notification and renew website hosting and domain name annually. If BRQG gets a credit card, that could be used, otherwise webmaster will pay and get reimbursed.
- Update/create web pages/menus with new content/corrections as needed.
- Most content will be provided but it may be necessary to contact other guild members for updates periodically.
- Continually look for, and gather from members, ways to improve the website.
- Answer questions from the membership about the website.
- Maintain/troubleshoot the growing list of email subscribers to the website.
- Review statistics periodically and report to the board.
- Train and assist new webmaster/updaters and blog writers when necessary.
- Operate within the framework of the guild's current bylaws.
- Follow Robert's rules of order for all meetings. (Quick reference guide: http://www.robertsrules.org/)

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