

WEBSITE

Responsible for publishing Guild information and facilitating communication among Guild members and the general public via the WPQG Website: westpascoquilters.org.

Procedures

- Complies with general guidelines for committee chairs.
- Maintains Guild email account with Guild members' email addresses.
- Communicates with web host when necessary.
- Makes sure web host is paid timely and domain name is paid for and retained.
- Updates website information as often as is necessary, which involves good contact with other Guild committee people. Information for the site is provided and approved by the Guild Committee Chair and approved by the Guild president before publication. Items may be deleted when they are no longer current or if requested by a Guild officer/chair.
- Designs and builds attractive and effective web pages and links for the Guild.
- Trains committee members for website work, if needed.
- Maintains the Members Only page of the website.
- Maintains the Sunshine & Shadows page. Updates only with Guild president approval.
- Welcomes new members that use email by an email with information on accessing the website, including offering some additional assistance (again by email or phone calls) if it is needed.