

Pioneer Quilters Guild Webmaster

1. Summary description of position/committee responsibilities:

Develop and/or modify the Guild's web site. Update it as needed with photos, forms, or information provided by Guild members (usually committee chairs or officers). Monitor usage and assure that the domain name is current.

2. Approximate time commitment: Monthly – 1-2 hours updating the site.

3. Number of members on position/committee. 1

4. Forms used, contact information for vendors or service providers, software used, etc.:
Software: Dreamweaver (for developing and updating site); Fireworks (for editing pictures); WS FTP (or other FTP program for uploading changes); Adobe Acrobat or Open Office (for converting forms or documents to pdf format)

5. Detailed description of tasks/responsibilities (i.e., meeting and newsletter announcements, mailings, cash receipts/disbursements, committee meetings, travel, etc.)

- a. Yearly tasks – update quilt show information; take pictures of quilts at quilt show and add to “gallery” (optional). Assure the hosting renewal is done on time and that the domain name remains current. Change the password (chosen by the President) on the members-only section at the beginning of the year.

- b. Monthly tasks – newsletter article if there's something notable; edit and upload show and tell pictures. Upload the current newsletter to the members-only section.

- c. Other tasks – other updates as needed

6. Financial Information – The site is currently hosted by Doteasy.com. The guild currently pays approx. \$100/year to have a password-protected section and increased traffic allowance. The domain name, pioneerquiltersguild.org is registered through Doteasy and currently expires January 16, 2012. Colleen Voet is the administrator and domain name owner (if somebody else takes over the webmaster duties, Colleen will still be on the account as owner). Domain name is \$25/year, less expensive when renewed for multiple years. The software listed above is owned by Colleen (not the Guild).

7. Transition: A new person who has the software and web development experience could take over the webmaster duties with little training and no materials required.