

Website Coordinator

1) General duties for all standing committees:

See "General Duties for All Standing Committees" document.

2) Website Coordinator job description:

- a) Maintain and troubleshoot the gemsoftheprairie.com website.
 - Areas to be updated include:
 - Programs
 - Workshops
 - Newsletter
 - Special events or activities
 - Calendar of events on the public link (this information is obtained from the corresponding secretary)
- b) Periodically update any pictures contained on the website.
- c) Monthly Maintenance:
 - Publish the membership list (received from membership chairman)
 - Publish the newsletter (received from newsletter chairman)
 - Update email addresses from current membership list and send all members with valid email addresses an email telling them the newsletter is on the website.
- d) Yearly Maintenance:
 - As membership dues are to be paid by the January meeting, the password for the website should become effective when the February newsletter is published.
 - Publish the Block Lotto booklet to the Block Lotto section when it is received in January.
 - Update quilt show publicity, usually in early June.
 - Post quilt show winners pictures after the show.
- e) Forward the bill from the Internet provider to the treasurer for payment along with Income/Expense form.
- f) Obtain a listing of members who have signed release forms permitting pictures to be taken at meetings/workshops/etc. to be used on the web site from the Membership Committee.
- g) Send e-mail blasts in the event of:
 - 1) A Gems member passes away.
 - 2) Bad weather or an emergency causes meeting or scheduled event to be cancelled
 - 3) Any other urgent announcement as deemed necessary by president & web coordinators.

Reviewed/Revised: November 2016