

KEMPENFELT QUILTERS' GUILD

JOB DESCRIPTION

Position Title: Webmistress

Date Revised: May 2012

1. PURPOSE OF THE POSITION

The Webmistress, as the Administrator of the website, ensures that the Kempenfelt Quilters' Guild Website (www.kqg.ca) is up-dated and maintained on a regular basis and ensures that domain name registration fees and hosting fees are paid as required.

2. PRIMARY RESPONSIBILITIES

- Once built, adds new content to the site monthly: program information, pictures to the Gallery and KQG Newsletter
- Adds monthly to the Members section of the website, such items as monthly Executive meeting minutes.
- Annually, enter the names of all executive members on the website and update forwarding email addresses for Executive members on the website.
- Troubleshoots any website issues with the Hosting service.

3. SECONDARY RESPONSIBILITIES

- Write an annual report of activities, one copy to Secretary for incoming member, one to President for Archives.

4. FINANCIAL RESPONSIBILITIES

- Submit bills for payment to the Treasurer on Guild form..
- Pay annual domain name registration fee.
- Pay annual web hosting fees.
- Negotiate any technical costs associated with maintaining the website with the website development and hosting company should it become necessary.

5. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to work within the open source website development software Joomla! to create and maintain a successful Web site.
- An understanding of how the internet and websites work.