

## **Web Mistress/Master Job Description**

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### **PURPOSE OF THE POSITION**

The Webmistress/Master, as the Administrator of the website, ensures that the Kempenfelt Quilters' Guild Website ([www.kqg.ca](http://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.

### **Primary Responsibilities**

- Once built, adding new content to the site monthly: program information, pictures to the Gallery and KQG Newsletter.
- Adding monthly to the Members section of the website, such items as monthly Executive meeting minutes.
- Annually, entering the names of all the executive members on the website and updates forwarding email addresses for Executive members on the website.
- Troubleshooting any website issues with the Hosting service.
- Write an annual report of activities, one copy to the incoming member, one to the President and one to the Secretary for the Archives.
- Prepare orientation materials for incoming Executive member; meet if desired.
- One member to attend Executive meetings; all are welcome.

### **Financial Responsibilities**

- Submit receipts for reimbursement to the Treasurer on the appropriate 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.

### **Knowledge, Skills and Abilities Required**

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