



Webmaster -- Job Description

- I. Maintain the Guild website.
- II. Add pertinent materials to the website, including Bylaws, Policies and Job Descriptions.
- III. Ask for photos from Guild members of Guild events, and add these to the website. Verify that member permissions are in place for any photos used.
- IV. Pay any fees for maintaining the website, such as hosting or domain name, and obtain reimbursement from the Guild.
- V. Arrange for and deal with hosting or other issues required to keep the website up and running.
- VI. Monitor electronic credit card processing and assist the Membership Officer and Treasurer with the same.
- VII. Receive the Newsletter from the Newsletter Editor, and add it to the website.
 - A. Distribute the link for the Newsletter to the Members via groups.io on a monthly basis during the Guild year.
 - B. This is a portion of the historical record of the guild.
- VIII. Update meeting and officer information at the beginning of each year.
- IX. Update workshop, study group, or other data as it is sent by the officers or chairpersons.
- X. Give updates about guild activities to the Social Media Chairperson, as needed.
- XI. Orient a successor.