

Illinois Prairie Weavers

Webmaster Responsibilities

In General

The Guild wants and has a very attractive and informative web site. We post photos of our programs and show & tell, and make as much Guild information as possible available on the website. The Webmaster is appointed by the President to be responsible for maintaining and updating it. There is no term limit.

As a Committee Chair of the Guild, the Webmaster is responsible for doing this job on behalf of the entire Guild, and is also a member of the Board (see job description) and expected to attend and actively participate in those meetings.

The Webmaster may seek volunteers to serve as a committee, if this would help with the technological responsibilities.

Specific Duties

Take possession of records from the prior Webmaster as soon as possible after you begin to serve. Organize them for yourself and make sure you have any supplies or checklists you need.

Attend the July organizational meeting with the entire Board to plan the coming year. Meet with the outgoing Webmaster to learn specifics about doing the job, or train your successor if that is the case.

Tend to the Guild's domain name, renewing it annually and maintaining and updating it as needed.

Print "Show & Tell" slips to have on hand at each meeting (on the check-in table) for use by members to provide information for their show & tell items.

Attend monthly Guild and Board meetings, reporting as Webmaster and obtaining any input or assistance you need for the Guild's website.

Take or gather digital photos of meetings, workshops, show & tell, and other events, and upload them to the web site as quickly as possible after each meeting or event. We use only first names and a last name initial on the website. "Show & Tell" slips are used to provide you with the way to match the item with its weaver for posting the photos and writing any caption.

Update the look and format of the web site as needed.

Update the website regularly with any new information. We post many things on the website for easy access and smaller yearbooks, such as the Constitution, Standing Rules, job descriptions, list of books in the library, the annual Challenge and more, and you should obtain from the various guild volunteers any updates needed.

Stay in touch with the Second Vice-President, so that the website can be updated quickly as programs and workshops for the coming year are decided. It is good to have next year's list on the website by the June meeting if possible.

Update web site information as needed, such as new Guild contacts, location maps, links to image pages, pages on shows.

Update "Latest News" periodically and regularly.

Submit any expenses incurred to the Treasurer for reimbursement.

Submit estimated costs of next year's web site management to the Treasurer by March each year to be included in next year's budget.

Make a written summary report to the Executive Committee in June.

Make a detailed checklist, and update it regularly, for the management of the web site. Use it to supplement this job description and to train your successor.

Review this job description (and any checklists) for any updates you can recommend to improve or clarify it for future volunteers recruited.

Keep good records and train your successor.

Estimated Time Commitment

- ~ 2 hours monthly for web site maintenance and updating
- ~ 10 hours annually updating the look and feel of the web site, doing checklists and job description, communication, etc.
- ~ Plus time at Guild and Board meetings

(December 2017 - Barbara H.)