



Starlight Quilters Guild Policies and Procedures

Website Coordinator

Description of Role –

Manage and maintain the Starlight Quilters Guild website

Annual Responsibilities –

Update website pages as requested.

Create website pages as needed.

Responsibilities at Guild Meetings –

None

Responsibilities to the Board of Directors -

Provide a summary of activities planned for the upcoming year to the Secretary prior to the January Board meeting.

Provide an update of activities to the Secretary one week prior to each Board meeting.

Provide a budget line-item estimate to the Treasurer for the upcoming year for your committee's needs before the October Board meeting.

Website, Newsletter and Facebook Expectations -

Maintain the website.

Load the Newsletter to the website each month.

No Facebook expectations