



**Web Site**

**Supersedes**

Original - Standard Operating Procedure for Web Site Chairperson

**Current Chairperson**

Jennifer Ash

**Job Description**

The Web Site Chairperson is responsible for maintaining the Friendship Quilters Guild webpage.

<http://www.friendshipquiltersoflinthicum.org/index.htm>

Responsible for maintaining any assigned budget targets.

The Web Site Chair is a member of the General Board of the Guild and is a volunteer position.

**Procedure**

The following table identifies the actions to be performed and the individual or function responsible.

*Web Site*

Item	Action
1.	Web Site Chairperson should have experience with creation and modifying of web sites in general. NOTE: <i>Currently the web site is hosted by Doteasy.com – login site is: https://member.doteasy.com/</i>
2.	Maintain the Guild’s web Site with information such as but not limited to: Guild contacts, post current events on calendar, notices from the Executive and General Board members.
3.	Maintain user ID’s and passwords for the Web Site.
4.	Works with the Treasurer to renew and pay for the host site, and for the domain registration. Should be the contact person for the Host site (Currently Doteasy.com) and help maintain the contact for the WHOIS Data.

**Previous Chairperson**

Gail Ways