

	Friendship Quilters Of Linthicum Guild	Standard Operating Procedure		Effective Date	Page
		Website Chairperson	FQG- 13	10/01/2023	1 of 1

Supersedes	1/7/16 – Standard Operating Procedure for Website Chairperson of Guild
Current and Previous Chairpersons	See Website
Job Description	<p>The Website Chairperson is responsible for maintaining the Friendship Quilters Guild webpage: http://www.friendshipquiltersoflinthicum.org/index htm. Responsible for maintaining any assigned budget targets.</p> <p>The Website Chair is member of the General Board of the Guild. It is a volunteer position.</p> <p>Will attend Board Committee Chair meetings.</p>
Procedure	The following table identifies the actions to be performed and the individual or function responsible.

	Item	Action
Website	1.	Website Chair should have experience with creation and modification of websites in general. NOTE: Currently the website is hosted by Doteasy.com-login site is: https://member.doteasy.com/
	2.	Post Current Events Calendar
	3.	Post items from Executive and General Board members
	4.	Post Guild contacts
	5.	Share knowledge of website functionality and access information with two other members of the Guild.
	6.	Provide user ID and password(s) to Executive Board.
	7.	Submit a budget request for the coming year to the Vice President by May 1 st .