

## **Duties of Webmaster:**

- Maintain Colonial Quilt Guild website in an up-to-date status
- Post monthly newsletter on website
- Update program listing monthly
- Post the Guild Directory as received from the Vice President
- Post policies and other official documents when received from the President or appropriate Board member
- Renew the URL name once a year - about \$20/year
- Renew hosting site when due. Approximately \$150/5 years.
- Update contact list information whenever officers change (update with new email addresses)
- Delete or fix any broken links
- Update the member login & password each year.