

# Booneslick Trail Quilters' Guild

## Job Description: Website Chairperson

The committee chair that assumes this position is responsible for the BTQG website.

According to the handbook, the "Website Chair shall make monthly updates to the website including but not limited to information about upcoming programs and workshops, photos of activities, and such information as needed to present the guild to the quilt world." Under policies it is stated that "Website Chair shall be responsible for maintaining current content of the website and updating said site as requested, **with information provided to the** Website Chair. Website Chair shall provide timely online access to the monthly newsletter as available from the Newsletter Editor."

The Website Chair needs to have knowledge of web editing to be able to maintain the website. Currently the Website Chair is using Dreamweaver to edit, update and create the pages that make up the BTQG website.

Each month, the Website Chair uploads the newsletter in PDF format to the website.

Additional content that needs to be updated monthly includes the programs for the upcoming meetings and the minutes from the executive board meeting.

In July and August each year, the list of officers will need to be updated, the newsletters from the year moved to the archive area, the list of programs for the coming year updated and the new membership form published.

There is a link to a list of the books in the BTQG library, which should be updated when the Librarian requests.

A fairly fast internet connection is a big help in keeping the content of the website up to date. The website resides on Sweet Dreams Quilt Studio's webhosting server (donation via Kim Diamond, former BTQG member).

Submitted by Willie Morris,  
Webmaster 2013-2014

Updated April 12, 2024  
Janet Hollandsworth Website Chairperson  
2014-current