

Friendship Knot Quilters' Guild

Web Coordinator

1. Acts as a liaison between webmaster and the board and others who wish to post items on the Friendship Knot Quilters' Guild web site.
2. Works with the web master to channel and track all changes to the web site.
3. Working with the Vice-President, creates all web pages for teachers as follows:
 - a. Classes
 - b. Class supply lists
 - c. Teacher biographies
4. Working with the Membership chair, maintains an accurate list of all current members and their email addresses in a database for email distribution.
5. Sends out emails to members as follows:
 - a. Announcement that the monthly newsletter has been posted
 - b. Announcement of upcoming meeting and its program
 - c. Special announcements as approved by the board.
6. For Quilt Show:
 - a. Work with show chair and committee chairs to ensure all information is updated and posted.
 - b. Post pictures of quilts in the show.
 - c. Ensure that all vendor links are accurate