

Concord Piecemakers Job Description  
Web Site Administrator

1. The web site administrator makes changes to the web site as required on a timely basis.
2. The web site administrator updates the next month's program information on the home page, just after the previous month's program. Information is obtained from the Program listing already on the web site. Additional information may be added when the newsletter is released and posted.
3. The web site administrator posts the newsletter on the web site as soon as it is released to the membership.
4. The web site administrator and/or the membership chair maintains the email addresses for each member within the guild's email account. If a member changes their email address, this information should be shared by Membership with the web site administrator. The Web Site administrator and/or the membership chair will update the guild's email list.
5. The web site administrator sends bills to the Treasurer for web site domain name and services on a timely basis.
6. The web site administrator attends monthly board meetings on an as-needed basis.