

WEB MISTRESS

DESCRIPTION:

The WOW Quilt Guild maintains a web site as a communication and recruitment tool. The website includes information about the guild, programs, activities, and newsletters.

RESPONSIBILITIES:

The Web Mistress is responsible to:

- Register and maintain the site and domain name with the host company
- Gather and post all necessary information and update as needed
- Communicate with Newsletter Editor regarding posting of monthly newsletter
- Communicate as needed with Vice President to post monthly programs and workshops.

OTHER INFORMATION:

- The website host company name is GoDaddy.com at <http://www.godaddy.com/>
- The quilt guild website is: <http://www.wowquiltguild.com>
- Annual payment is required to maintain the website
- GoDaddy.com sends bill to webmistress to present to the WOW Treasurer for payment