

SANTA CLARA VALLEY QUILT ASSOCIATION

Standing Committee: Webmaster

TERM: 2 Years

Requirements

- Computer with high speed internet connection
- Able to use HTML, CSS and FTP software
- Familiarity with PHP & SQL Databases helpful for the quilt show
- Familiarity with cPanel helpful, but can be learned

Duties

- Renew domain name registration and web hosting accounts
- Update the website with new items as they become available
- Manage mailing lists and email forwarders
- Manage shopping cart system for Paypal account used for membership renewal
- Keep an accurate record of expenses
- Present a budget to the Treasurer for your position/committee for the following year by August first.
- Serve as a backup for the Historian for taking photos of the speaker and the show and tell quilts
- Attend board and general meetings