

SANTA CLARA VALLEY QUILT ASSOCIATION
STANDING COMMITTEE: Webmaster
TERM: 2 Years

Updated June 2016

The Webmaster shall:

- Renew domain name registration and web hosting accounts.
- Monitor SCVQA webmaster and “info” email accounts, email group lists (for board and committee members), and passwords.
- Manage process for sending emails to the membership.
- Update the website with new information, including (but not limited to):
 - List of speakers and workshops
 - Photos for Show and Tell
 - Activity information, such as for Block Party, Quilting 101, Community Quilts, Retreats, etc.
 - Calendar (on Google)
 - Board information and Membership signups
 - Quilt Show information
- Update the database listing board members (used for the roster).
- Manage Membership Management System when required.
- 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.
- Serve as a backup for the Historian for taking photos of the speaker and the show and tell quilts.
- Attend board meetings.

Job requirements:

- Computer with high speed internet connection and FTP software.
- Able to read and modify HTML and PHP files.
- Familiarity with PHP, SQL Databases.
- Familiarity with cPanel helpful, but can be learned.