# WRQG Webmaster Duties

**Purpose**: The role of the Webmaster is to develop and maintain the Guild Website and drive.

**The Webmaster shall:**

1. Uphold Wild Rivers Quilt Guild's mission and values.
2. Follow Guild policies and procedures as they are adopted.
3. Communicate with Leadership Team on website postings, content, or other issues.
4. Have access to DRIVE to ensure current documents and photos are posted to website.
5. Develop and maintain website, including, but not limited to:
   a. Updates website for program/event cancellations
   b. Post all meeting dates agendas, minutes, events to the website.
   c. On a rotating annual basis, each month purges 13th month of old agendas, minutes, from website
   d. Be aware of and maintain space considerations, saving master documents on Guild Drive
   e. Edits/Adds new photos, purges out old
   f. Create online forms for Guild use
6. Develop website policy in cooperation with Leadership Team..
7. Maintains, updates WRQG listings for online Wisconsin Quilt Guilds registries.
8. Ensure access to back end of website upon leaving position.
9. Confirm/ensure Guild email is transferred to appropriate members.
10. Administer WRQG Google Drive.
    a. Allow Program Folder access to Leadership Team members, Newsletter Editor and Photography person.
    b. Business Folder access must be restricted to Leadership Team to protect members' private contact information.
    c. Create and maintain Folders and document posting guidelines.
    d. Conduct Annual Review of Drive including, but not limited to:
       I Creation of yearly/monthly folders
       II Clean up and archive documents.