



WEBSITE ADMINISTRATOR

The website administrator is responsible for:

- ❖ Liaising with the website developer Glen Edwards to resolve any technical issues or for new functionality for the website.
- ❖ Setting up and maintaining web documentation so that committee members can use the website to perform their role.
 - Assisting newly elected committee members to use the web site
 - Monitoring naming standards, changing document names to meet standards and educating Committee members in correct naming standards
- ❖ Assisting committee members with setting up new website information, this includes:
 - How to update information on web pages
 - Creating new email messages
 - Assisting with uploading documents and creating links (ensuring committee members can do this as an ongoing task)
 - Uploading photographs for the Galleries
 - Uploading library information
- ❖ Maintaining the photograph galleries, this includes:
 - Creating new galleries as required
 - Uploading special event and speaker photographs
 - Maintaining a backup of photographs for Bay Quilters
 - Uploading monthly show and tell photographs to the relevant Gallery, deleting the existing photographs for that Gallery as necessary
 - Adding a name and caption for each photograph uploaded as appropriate

- ❖ Generating the roster for the year before the January meeting and advising the Roster Coordinator.
 - Sending out email messages to members advising them when they are on the roster for the coming year. (NB: all other follow up is then handled by the Roster Coordinator).

- ❖ Following the AGM updating the website to reflect the roles of newly elected committee members and ensuring they have the appropriate access to the website. Similarly making sure members no longer on the Committee have their role changed to "subscriber"

- ❖ Providing assistance to members for website queries
 - Being available to members at the general meeting to handle queries between 10am to 11am
 - Handle any online queries forwarded from the secretary
 - Handle requests made directly from members via phone or email
 - Monitor failed logon attempts and resend logon information to members
 - Actively promote the use of the website to members