

Website Manager – Chris Wieggers				
# Members	Term	Meetings/year	Required by LQG By-Laws	Last updated
1	1 year	None	NO	11/2017

Purpose

The Website Manager maintains the accuracy and currency of information provided on the Lincoln Quilters Guild website.

Duties

1. Upload the Plain Print each month, as provided by the President.
2. Update LQG website with any other information provided by members of the LQG Executive Board or by Committee Chairs.
3. Update website with the current membership book and membership list. The membership list is available only to current members of LQG, and therefore, it is password protected.
4. Maintain a list of all information necessary to administer the LQG website in the event that the Website Manager is unable to do so. Provide a copy of this information to the current President.
5. Committee members will make all decisions for the Committee with concurrence from the LQG Board. The Committee does not have to answer to outside influences. In the event that problems are encountered, the Committee Chair should contact the LQG President.
6. When appropriate, the Chair should submit any proposed changes to this Committee description to the LQG President. Only the LQG Board has authority to revise Committee descriptions, including purpose, process for adding new members, and/or duties.

*Enjoy your work on this committee. Your enthusiasm carries over to others!
Thank you for serving Lincoln Quilters Guild!*