Digital Media Coordinators				
# Members	**Term**	**Meetings/year**	**Required by LQG By-Laws**	**Last updated**
3-5	**1 year**	**None**	**NO**	**11/2026**

Purpose

The individuals who serve in this capacity provide web oversight, web updates, social media updates, newsletter updates and email distributions to members and the quilting community at large.

Digital Media Coordinator-Website Manager

The person in this role works with the President, Executive Board, Committee Chairs and other Digital Media Coordinators to assure that the website is structured in such a manner to allow for smooth, seamless, and organized content to be shared with membership and the quilting community. This person also manages payment of website host.

Digital Media Coordinator-Website

This individual 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 information as directed by members of the LQG Executive Board or by Committee Chairs.
3. Update website with the current list of members. The membership list is available only to current members of LQG, and therefore, it is password protected.
4. Maintain information necessary to manage the LQG website in the event of absence. Provide 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.

Digital Media Coordinator-Social Media

The person or persons who provide social media support for LQG. They update Facebook and other social media in accordance with LQG President, Executive Board Members and Committee Chairpersons.

Digital Media Coordinator-Plain Print and email distribution

The person in this role works with the President to provide email notification of current information from the President. This may include newsletter information, or any new/pressing information that needs to be shared with membership.

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