### Webmistress

This position is an elected position to the TQG, Inc. Board.

It is a voting position.

**DESCRIPTION**

The webmistress keeps TQG website updated on at least a bi-monthly basis.  Website updates include TQG programs, local, state and national quilting news, announcements, calendar events, pictures of activities, and links to information resources that are of interest to members

**EXPERIENCE and SKILLS**

Demonstrated expertise with related web software: i.e. Adobe Creative Suite, Dreamweaver, Flash, Fireworks, etc.

Strong knowledge of web hosting and internet service providers.

Proven experience in web techniques for communication and growth.

Superior verbal and written communication skills; strong organization and time management skills.

Strong knowledge of and adherence to, copyright, intellectual property and usage laws.

**DUTIES**

1. The Webmistress attends the TQG, Inc. Executive Board meetings. If unable to attend the meeting, he/she must provide a knowledgeable substitute or written report of the prior month’s activities.
2. The Webmistress will communicate with all officers in the guild on a regular basis in order to maintain accurate and current information on the web.
3. The Webmistress ensures the web site reflects TQG’s aims and objectives while adhering to its policies.
4. The Webmistress provides monthly reports on web traffic statistics
5. The Webmistress processes and optimizes images and artwork for web use.
6. The Webmistress will maintain the privacy of the membership to the public.
7. The Webmistress ensures that the web site conforms to any appropriate legislation; e.g., copyright.
8. **The Webmistress e**nsures all links are working on the web site.
9. The Webmistress brainstorms and develops online solutions appropriate for TQG’s communication objectives: for example, web ads, invitations, email, newsletters, photo gallery, polls, presentations et al.
10. The Webmistress considers the viability of other web networking outlets for the best communication with our membership. Networks to consider are those such as Facebook and Twitter.

**CONSIDERATIONS**

A web page can provide lots of information and be updated without costly printing. However, the information must be well organized and frequently updated to be useful to other guild members. In your planning process, consider the following questions:

How will the online information complement newsletters or other print publications?

What content (information) do we want to have on the site?

Who will write and edit the information and prepare it for conversion to web files?

Who will design the web pages?

Who will maintain the pages and update them?

What links would be useful for our volunteers?

How can we share information and safeguard our volunteers' privacy?

Be aware that web pages will appear differently on different browsers, both because of the browser software itself and the specific preferences established by different users. Check your pages on different types of browsers to see how the pages will appear to different users.