

## WEBSITE ADMINISTRATOR

Meet with the outgoing website administrator and get the account information for the current website host and domain registrar. Get trained on how to access and load pages for the website and how to access email for the website administrator. If outgoing website administrator is not available, the IQI president should have all this information available.

Contact the current website host and change the account over to your email and contact info. Understand the billing cycle and become aware of when the website renewal fee must be paid. This bill will come to you.

### Monthly:

Post the current newsletter to the website – this will be provided by the newsletter editor. This copy of the newsletter should NOT contain phone numbers or personal email addresses. Make sure the site navigation is current (has links to current newsletters and does not list past events etc). Update content related to potlucks, upcoming speakers, etc.

Post updates to our Facebook page about upcoming speakers, events etc.

### June through August:

Update the website with all information about the upcoming program year. This includes information about the meetings, speakers, workshops, supply lists, potlucks, Quilt In, board meetings, the raffle quilt and the Fine Art of Fiber. There may be more/different information – this list is pretty current at this moment.

Update the list of board members for the incoming board.

Make sure you get a copy of the coming year membership renewal form, quilt in registration form and workshop registration form. You can get copies of forms for submission to the Fine Art of Fiber directly from their website.

### Ongoing:

Check email directed to the website coordinator.

Update the website with workshop information as it becomes available.

Update the website with treasurer reports and board minutes as they are published by committee chairs.

Submitted by Ellen Pomes, 2011-2012