

## Guidelines for Position of Website Coordinator:

- ***Familiarize self with the back end of the website, its layout, options, process, etc.***
- Post items to the website as directed from the Executive.
- Maintain the News items on the front web page.
- Continue to incorporate suggestions from the current list of “could do’s”.
- For the annual winter social, post the invitation, and set up the automated online form for purchasing tickets. Could give “admin” status to the event coordinator so that she can track ticket sales.
- Update the Contacts page for the new Directors each September.
- Maintain the website calendar.
- Assist the Registrar with updating text for registration purposes, if necessary.
- **Arrange for an update of our front web page – logo and graphics.**
- Encourage members to submit photos and post them to the Gallery.