

Greenville Woodworkers Guild, Inc.
Position Description

<u>Title:</u>	Website Manager	PD No.:	12
		Revision:	2
		Date Adopted:	Aug 13, 2012
		Resolution:	2012-33

General Responsibilities:

The Website Manager is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild), for organizing, developing and maintaining the Guild website.

Authorization:

The Website Manager is appointed by the Vice President, Communications and serves at the pleasure of the Vice President, Communications. He/she is bound by the Bylaws and the policies and budgets adopted by the Board of Directors and shall act consistently with such policies and budgets. The Website Manager may appoint such assistants as may be necessary to assist with the duties of the Website Manager. Any such assistants serve at the pleasure of the Website Manager.

Specific Duties and Responsibilities:

- Develop and maintain the Guild website in a manner consistent with the Guild's principles and purposes..
- Keep the website technically updated as needed.
- Post all information regarding relevant items.
- Encourage members' input in listing items on the website.
- Maintain contacts with the website service provider and take advantage of new offerings that will make the website more useful.
- Perform all duties incidental to the office of Website Manager and such other duties assigned to such office by the Vice President, Communications, the President or the Board of Directors.