

**Kawartha Quiltmakers' Guild
Communications Committee**

Current Website Contact:

Claire Vowles
General Office
705-201-1027
or
Technical Support
Support@yoa.ca

Mailing Address is:
Payable to: YourOnlineAgents
101 Woodmount Ave.
Toronto, ON
M4C 3Y3

Current Website Cost:

\$100.00 plus tax per year, invoiced in January.

Website Software:

SiteSpinner (Windows Based)

Website: www.kawarthaquiltmakersguild.ca

DUTIES:

Website:

- Add or make changes as requested by members and/or executive.
- Add changes as presented in meetings such as upcoming events, announcements, etc.
- Add information regarding the Wednesday Afternoon Group and Program as provided by the executive.
- Ensure archiving of photo gallery. Keep current year.
- Add photos to the website. Ensure current year (Sept. to June) is available on the website.
- Back-up website monthly.

Email:

- Create and update an email list of members using the Membership List provided by the Membership Chair. (Note that the list needs to be divided into groups as there is a limit to the number of names that an email can be sent to at one time.)
- Forward emails to the membership as required. Note that member email addresses are added as BCC so that email addresses are not published to the entire membership.
- Advise new users who may not be receiving emails that they should check their spam folder and move the emails into the inbox.

Photography: (Shared Duty)

- Ensure photos are taken at each meeting or special event. Specifically take photos of the guest speaker, with his or her verbal approval, show and tell, helping hands quilts, etc.
- Accept photos that are suitable for inclusion on the Web Page from other Members.

Other: Attend Executive Committee Meetings as required.