

## PPWG Website Chair

*(Revised August, 2019)*

In compliance with the Pikes Peak Weavers Guild Bylaws, Article V, section 9, paragraph I the duties of the website chairperson are as follow:

*The Website Chairperson shall be responsible for the administration and maintenance of the guild website.*

Normally serves multiple years.

### **Important Information:**

- 1) The website address is <http://www.pikespeakweavers.org>
- 2) Website hosting service is: SiteGround <http://www.siteground.com>
- 3) The login and password for the administrative rights are written down and a copy given to the PPWG Treasurer for safekeeping in the event that the Web Chair becomes unable to perform their duties and/or in the case of an emergency.
- 4) The website hosting is pre-paid through February 11, 2022. After that it will be renewed annually for an approximate cost of \$120.00 depending upon SiteGround's fee structure for the year. The Domain Name: pikespeakweavers.org is currently registered by Porkbun.com and expires January 11, 2024.
- 5) The current Web Chair handles the renewals via personal credit card, then submits the printed receipt of the online transaction to the PPWG Treasurer for reimbursement.

### **Current Process:**

#### **Annually:**

- 1) Post the year's updated meeting and programs schedule.
- 2) Post the list of new officers and standing committee chairpersons.
- 3) Change the mailboxes on the PPWG webserver to reflect new passwords and inform the new officers of their login/access information.
- 4) Update the Major Workshop presenter profile and information
- 5) Renew the hosting service and/or domain name.
- 6) Add links for the previous year's PPWG Newsletter to the Online Reading Room for public access
- 7) Add any new Advertisers to the appropriate section of the website and delete any who have not renewed their advertising subscriptions with PPGW.
- 8) Ask for any revisions to the posted PPWG Officer and Standing Committee descriptions
- 9) Update Artist Gallery Pages for existing and new members who pay for a page
- 10) Update the Library Holdings pages upon receipt of new/edited information from the Librarian(s).

- 11) Ensure that all current links are working and not outdated. Add any new interesting or helpful links to the appropriate page on the website.
- 12) Change the PPWG login password in October of each year.

**Monthly:**

- 1) Upon receipt of the electronic copy of the PPWG Newsletter from the current Editor:
  - a. Post the newsletter file to the web by end of day on the 1<sup>st</sup> business day of the month.
  - b. Update the members index page with new links to the above.
  - c. Send notification to the membership that the Newsletter is posted online
  - d. Send an electronic copy to the contact at *Interweave Press*
- 2) Update any program/calendar information
- 3) Update any samples/hospitality or other volunteer information

**Weekly:**

- 1) Simply stay abreast of pertinent activities within the Guild via the email distribution list and PPWG minutes of meetings and make any necessary corresponding changes to the website.
- 2) Check the [PPWGuild@aol.com](mailto:PPWGuild@aol.com) mailbox for any stray email messages and forward accordingly.

**Future/Ongoing Projects:**

Work in tandem with Sandra Hutton to place archived PPWG Newsletters in electronic format on the website.