

Position	Webmaster
Status	Board-appointed position
Accountability	The Board of Directors, through the Communications Committee
Term	Two-year term, ending at the adjournment of the Annual Meeting in odd-numbered years
Appointment Process	Nominated by the Nominating Committee, appointed by the Board of Directors
General Duties	<ol style="list-style-type: none"> 1. Serve as an ex-officio member of the Communications Committee 2. Report to each meeting of the Communications Committee 3. Perform other duties as the Board of Directors may assign from time to time
Specific Duties	<p>Website</p> <ol style="list-style-type: none"> 1. Generally administer, maintain and update the Guild’s website, including gathering and editing content, and designing the layout of that content, all under the general direction of the Communications Committee 2. Maintain and evaluate relationships with external service providers and recommend, to the Communications Committee, any changes to external service providers as required 3. Serve as the external contact for the website, handling all inquiries and correspondence about the website 4. Receive feedback from website users, and address any concerns raised 5. Raise awareness about the website throughout the Guild, and work to increase awareness and use of the website 6. Develop and recommend, to the Communications Committee, plans for expanding or improving the website, or for policy and technical improvements to the website 7. Set up, under the Guild’s overall website, web pages for each major event or Festival of the Guild, including online registration pages, and maintain those pages until the event is completed 8. Upon authorization of the Board, liaise with professional web designers to implement upgrades or expansions of the Guild’s website that are beyond the technical capacity of the Webmaster 9. Work with the Chair of the Communications Committee to implement any Board directives concerning the website
Remuneration	The Webmaster will serve without remuneration, provided that he/she may be paid reasonable expenses incurred in the performance of his/her duties.