



ARTICLE IX: DUTIES OF OFFICERS

The Vice-President of Communications shall:

1. Responsible for the Guild Website (IEModernQuiltGuild.com) including the following duties:
 - a. Responsible for posting of all Guild Minutes (Board and General) within a week of approval by the Board or as directed by the Guild President.
 - b. Ensure timely posting of Guild projects/events including monthly 'Block Lotto' challenge information to the website as appropriate.
 - c. Maintain website events calendar; confirming accuracy of events and posting changes and updates as appropriate.
 - d. Assist with any other posts on the Website to communicate messages (via Blog posts) to Guild members or other matters as deemed appropriate by the Board. Remind Guild President regarding monthly Blog posts (reminder 2nd week/Monday for posting on 3rd Monday of the month).
 - e. Provide feedback regarding website traffic and visitors on the website including communication of new members subscribing to the Guild president as appropriate.
 - f. Perform required Website maintenance including editing of spam/trash comments, updates to WordPress software and Plug-ins as needed (usually biweekly)
 - g. Ensure the security of the Guild's website through security guidelines and updates by the web hosting vendor (WebHostingPad).
 - h. Confirm back-up of the Website weekly through our hosting vendor (WebHostingPad) via the C-Panel.
 - i. Complete all Website account maintenance including website hosting (WebHostingPad.com) and domain registration (GoDaddy.com) as determined.
2. Responsible for overseeing/assisting with communication shared through social media such as Facebook and Instagram as follows:
 - a. Serve as Administrator along with Social Media Chairperson for Facebook and Instagram accounts along with the Guild president. This includes responding to new member requests on Facebook as received.
 - b. Assist and/or Facilitate communication of important Guild events and activities via social media outlets utilized by the Guild either directly or via the assigned Facebook and Instagram Social Media Chairperson.
 - c. Confirm reminders posted on social media regarding Guild events and activities as appropriate.
 - d. Oversee photography and maintenance for social media applications through assigned chairpersons.
 - e. Assist with evaluation of member posts for appropriateness, coordinate with the Social Media Chairperson as needed.



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3. Maintain Guild electronic file storage for archiving and future reference via Google Drive through the following duties:
 - a. Confirm that all documents created are saved and retained in the central Google Drive by all Board and Committee members for reference.
 - b. Maintain the security and accessibility of the file storage website for the Guild including updating the password annually following the Guild's elections.
 - c. During officer transition, assist with migrating any files stored by Guild officers or committee chairpersons to the shared drive for future retention.
4. Maintain accuracy of online listings for the Guild including SCCQG and MQG
 - a. Coordinate changes through SCCQG and MQG as officer changes occur via link/MQG or email/SCCQG as appropriate.
5. Attend monthly Executive Board meetings as scheduled

Estimated Time Monthly: 3 Hrs with proficiency in Wordpress tools required