



Piedmont Pastel Society

Role: Webmaster

Purpose of Role: Keep website up-to-date.

There are 2 web support companies.

Wild Apricot- 1-877-493-6090 (Free with our annual subscription)

Q2 Digital- mhammock@q2digital.com (\$75.00 and hour)

Tenure of Role: 1-3 years

Approximate Monthly Time Commitment:

10 hours a month

Key Responsibilities:

Updating and Maintaining Website

- Posting/ Monitoring Workshops and Events.
Waitlist for events require email invoices to be generated manually.
- Keeping information current, such as board members, exhibitions and sponsors, home page slideshow and carousel
- Work with Membership Chair and Treasurer to foresee/solve problems with membership renewal or fees
- Communicate with Treasurer to record refunds
- Keeping information current, such as board members, exhibitions and sponsors, home page slideshow and carousel
- Archiving PPS documents and information
- Assisting members in updating their profiles
- Contact support if there are any problems in the function of website
- Train new volunteer
- On years that PPS hosts the NC Statewide Pastel Exhibition, website duties may include digital entry management.

Key Qualifications Needed:

- Experience using computer and willing to learn

Training Needed:

- Current Webmaster will review responsibilities and the basic content management functions of the website