

**Duties and Responsibilities**

- Maintain and update web site including
  - Executive contact info - especially email
  - Membership form
  - Membership list including address changes
  - Announcements
  - Events and upcoming workshops
  - Photos for Show and Tell slideshow
- Learn Content Management System and basics of working with hosting service
- Renew account with hosting service when close to expiration
- Explore new services and types of information for site
- Troubleshoot problems and errors
- Membership tasks
  - Send login info to new members
  - Notify President of new members so that welcome package can be sent
  - Remove those whose memberships have expired
  - Notify Email Coordinator of new member emails, email address changes, expired memberships
- Write an annual report for the May issue of Loomsong