



## Web Committee

Webmistress shall maintain the website that includes the calendar of events, posting the general meeting minutes and all other communications of the organization as outlined by the board.

Webmistress will be responsible for posting information collected by member guilds, shops and teachers which been approved by the president.

The board will approve general guidelines yearly to guide the webmistress in how information is to be chosen to be posted on the website. These guidelines will be general enough to allow the webmaster the flexibility to complete the functions without significant impediments but specific enough to require board/presidential review for items that may be questionable.

Current policy is to use the home page for current member information only, such as upcoming events, important announcements, and meeting information. If other organizations want to post information, it would be entered on the calendar page. The links page should only be used to promote educational events or philanthropic sites, not individual businesses or individuals. The shops page will include a shop picture, link and contact information. Guild page will include a link to the contact person if allowed on the membership form, meeting place, time and meeting information. Meeting page will include the general meeting minutes from past meetings, information about future meetings that is available.

Webmistress will not publish individual membership information without the individual member's authorization and/or be restricted to members only with a caveat that the information will be used only for NEORQC purposes.

The webmistress will work with the President on postings.

Insure that the web hosting service fees are competitive and submitted for payment on a timely basis. All website fees must be approved by the board in the NEORQC operating budget. The website should be registered to NEORQC only with contact information for the account being the current webmistress and/or a board member. Budget requests must be submitted to the board by April 15 of each year.

Refrain from printing copyrighted material without permission from the author.

Webmistress must provide password, contact list and other knowledge about the website to the president. This allows someone to gain access to the website if the webmistress is unable to perform her duties and pass on the required information.

A notation must always be present on the NEORQC website that the NEORQC name may be used only with the permission of the organization. The board would authorize any usage

Advertising is not accepted on the website unless approved by the board, via email approval.

The president shall act as an advisor to the committee on an as-needed basis in the position of de facto member of the committee. The chair must provide a copy of the minutes of all the committee's activities between board meetings. This should be sent at least two weeks before the board meetings in February, May, and September. The president is to be copied on all meeting minutes, electronically if possible.