

States Quilting Association

Policies and Procedures

Media Director

Policy Statement

The Media Director shall maintain the web site for the organization in a timely and accurate manner, including information for all functions of the organization in consultation with the Board of Directors; keep a permanent file of all materials, supplies and report pertinent to that office to be transferred to successor.

NOTE: Effective January 1 2004 this board position will become an appointed position and will replace the present elected Public Relations Director position.

Procedures/Standards and Roles & Responsibilities:

1. Keep general public informed on the various GSQA functions:
 - a. Membership
 - b. Quarterly Meetings
 - c. Biennial Educational Seminar
 - d. Biennial Quilt Show
 - e. Circuit Teacher Classes
 - f. Most recent Quilt Talk Newsletter
 - g. Marion Maerke Scholarship
 - h. Upcoming Pursuit of Excellence opportunities
 - i. Quilt Retreat

The web site should also include Board Member information, GSQA history, a current Member Shop and Guild list, recent news from Member Guilds, and other useful information for GSQA membership.

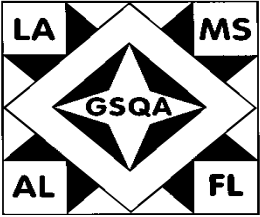
2. Keep the web site information current, complete, and appealing. As needed, design new features into the web site and/or discontinue elements that are less useful. Maintain the look and functioning of the site and keep as consistent as possible. Redesign as deemed necessary or appropriate.

Policy History

Original Date: June 2009

Reviewed: January 2015

Approved 3/7/2015



Southern States Quilting Association

Policies and Procedures

Media Director

3. Keep the various aspects of the site that require information from board members up to date. Canvass board members for meaningful input and provide recent web site statistics to board members.
4. Monitor GSQA Facebook page and harmonize web site to include useful information posted on Facebook. The Facebook page will be a closed page
5. Answer emails submitted from the web site or forward them to the appropriate board member for a response.

Policy History

Original Date: June 2009

Reviewed: January 2015

Approved 3/7/2015