

TRENHOLM ARTISTS GUILD

JOB DESCRIPTION

Job Title	Website Manager
Revision Date	September, 2006

Position: Volunteer/Appointed
Term: At the will of the Board

Overview: The website manager maintains the TAG website at www.trenholmartistsguild.org.

Job Functions:

- Coordinates website management with the hosting provider
- Updates information on website to keep it current
- Develops and updates individual web pages for member participants
- Promotes website to membership and the community at large
- Maintains a list of procedures/tasks for the above

Requirements:

- Attends monthly membership meetings

Skills/abilities needed:

- Computer and website development skills

Approved by the TAG Executive Board on November 16, 2006