

Chair Descriptions

Webmaster

The webmaster is to update and maintain the Woman's Club of Fullerton website throughout the year:

- Adding new buttons and/or links when fundraising events require:
 - o Ticket Sales
 - o Vendor spots purchased
 - o Donations
 - o Sponsors
- Information on our events, meetings, fundraisers, and other activities
- Adding information for those members who purchased ads in the current yearbook
 - o Deleting the information if they did not purchase a new ad
- Changing new membership dues in November and December to \$42.50
 - o Changing it back to \$65 in January
- Updating General Monthly Meeting information
- Updating our Charity of the Year when it changes
- Any other monthly, yearly changes and/or announcements as they come up

The webmaster is to train and help the Social Media Chair as needed.

- Making sure she is following the social media etiquette

The webmaster is to help with online purchases, donations, membership renewal and/or new members that join.

- Work with Treasurer, Membership Chair, Event Chairs to make sure they get the information needed
- Give the process in good working order

The webmaster is to help the WCOF members know how to go to the website and utilize it.

The Webmaster is to keep a binder of all activities to pass on to the next Webmaster Chair.

The Webmaster is to keep track of any volunteer hours, in-kind donation, money donated, and send that information to the Dean of Chairs within a month of the activity.

The Webmaster shall attend all monthly General Meetings, and Board Meetings. If you can not attend one of the meetings report out to the Dean of Chairs

Note: when a chair or co-chair is not actively engaged in her position she will be asked to step down.