

## **CQG Officers & Committee Members Responsible to Review/Update Guild Website Information**

All changes/updates WILL BE approved by the President and/or Vice President prior to forwarding to the Web Team for posting to the Website. Exceptions are as follows:

- Members Directory will be updated by the Membership Committee.
- Retreat Section will be updated by the Retreat Co-Chairs.

All sections WILL HAVE an annotation made of the “*date last updated*” except for the Membership Directory which is continual.

Information MUST BE reviewed yearly, at a minimum, and updates and/or corrections made after the June Joint Board Meeting.

**Welcome** – President

**About** - President

- About Us – President
- Community – President
- Guild Leadership – President

**Yearly Calendar** – New tab to be added and open to public.

- Vice President will coordinate creation of calendar with Web Team.
- Officers and Committee Chairs are responsible to provide monthly updates to the Vice President for inclusion in the calendar.

**Members (*Protected Tab – Guild Members only*)**

- Directory – Membership Committee
- Newsletter\* - Beeline Editor

Web Team – Current Year + 2 years on website; older Newsletters go to archive file. EXAMPLE: Current Year – September 2025 forward; +2 years would be (1) Summer 2025-September 2024; (2) Summer 2024-September 2023. When the current year is completed, the Web Team will move the oldest year, Summer 2024-September 2023, to archive file.

## **CQG Officers & Committee Members Responsible to Review/Update Guild Website Information**

- Guild Board\* and General Meeting Minutes\* – Recording Secretary  
Web Team – Current Year + 2 years on website. The Web Team will move the oldest year to the archive file.
- Financial Reports – Treasurer  
Web Team – Current Year + 2 years on website. The Web Team will move the oldest year to the archive file.
- Job Descriptions – President and/or Vice President will update with input from Committee Chairs
- CQG Officers & Committee Members Responsible to Review/Update Guild Website Information – President and/or Vice President
- Downloads – Officers and Committee Chairs review for current relevancy (Programs, Historian, Treasurer)

### **Programs**

- Challenge Quilt – Challenge Committee Chair
- Lectures – Programs Chair
- Mystery Quilt – Mystery Quilt Committee Chair (Every other quilt year beginning in September of an even year.)
- Round Robin – Round Robin Committee Chair (Every other quilt year beginning in September of an odd year.)
- Tutorials – President and/or Vice President
- Workshops – Programs Chair

### **Quilt Show**

- Quilt Show Registration – Quilt Show Committee Co-Chairs
- Quilt Show Forms – Quilt Show Committee Co-Chairs

### **Retreat (*Protected Tab – Guild Members only*) – Retreat Committee Co-Chairs**

- Retreat General Information
- Activity Schedule
- Retreat Accommodations

## **CQG Officers & Committee Members Responsible to Review/Update Guild Website Information**

- Meals
- Facility
- Registration

### **Links** – President/Vice President

- Quilting Services – Members submit request to President.
- Favorite Links – input from Chair, Programs Committee, and general membership to Vice President

### **Scholarship** – Committee Spokesperson

- CQG Scholarship Fund Purpose
- CQG Scholarship Fund Guidelines
- CQG Scholarship Forms
  - CQG Scholarship Request 12-2023
  - CQG Fund Donation

Raffle Quilt – Raffle Quilt Ticket Sales Chair will submit a picture of the current raffle quilt.

\*These documents will be approved by the President/Vice President prior to forwarding to the Web Team to post to the website.