

Webmaster

1. Serves as an independent Volunteer.
2. Is in charge of the Guild's web page, www.rochestermusicguild.org, which is sponsored by MLT Group in exchange for the appearance of their logo on Guild publications.
3. Prepares all material submitted by Guild Board members and committee chairs for placement on the Guild's web pages.
4. Encourages Guild Board members and committee chairs to submit photos of Guild events and material about Guild activities as soon as it is prepared and/or mailed.
5. Attends at least one Board meeting a year, or on request, to report on activities.
6. Manages "generic" email addresses such as pres@rochestermusicguild.org, education@rochestermusicguild.org, etc. to ensure they are forwarded to the appropriate Board member for the current season.
7. Monitors the RMG Webmaster email account, webmaster@rochestermusicguild.org.