

Bloomington Monthly Meeting Society of Friends

Officer's Charge

Job Title: Website Coordinator

Mission:: The Website Coordinator is responsible for maintaining the Meeting website, updating the online Meeting calendar, and responding to emails to the community email address as needed.

Terms and Dates of Service: Starts July 1 and ends June 30; may be reappointed annually.

Selection Process: The nominating committee proposes a candidate for approval by Monthly Meeting.

Principal Job Duties:

1. Maintains a website that represents the Meeting both for the Meeting community and the public. Ensures the site is functional, easy to use, contains relevant, up-to-date information, and reflects the values of the Meeting.
2. Updates the website calendar regularly to include ongoing events and one-time events as requested by Meeting community members (such as second-hour events, Quaker gatherings).
3. Periodically checks the email address, forwarding items of community interest to the Meeting listserv and responding to personal emails to the address, such as questions about the meeting, as needed.
4. Ensures that relevant Quaker websites (such as Friends Finder, FGC, OVYM, and so forth) have the up-to-date web address and contact information for our Meeting.
5. Protects the Meeting community's privacy by avoiding the use of photographs that reveal people's faces close enough to identify them, mentioning people by name, or sharing their contact information without specific permission.
6. Helps with fundraising for the renovation project by maintaining an up-to-date and functional page specifically about the renovation, including a button whereby people can make donations to the Meeting.
7. Keep an easily accessible list of the usernames and passwords associated with the website and email address to share with the Publications & Communications Committee and future Website Coordinators.
8. Serves as an ad hoc member of the Publications & Communications Committee

Coordination Required

1. Maintains contact with and solicits feedback from the Publications & Communications Committee.
2. Works with the Assistant Treasurer to ensure annual fees for the website are paid on time.
3. Works with members of the Capital Campaign, Ad Hoc Building and Property & Finance Committees concerning building renovation and means for online donations.

Budget Considerations

Submits a budget request for the following year to the Clerk of the Property & Finance Committee by last day of September each year.

Approved June 2017.