NETMGA Webmaster
Updated 1/16/2019

Position Overview: Maintain NETMGA website. Post information for members regarding meetings, special announcements, project information, field trips. Provide information to general public about the purpose and function of the organization.

Qualifications:

- Good grammar, spelling skills, and proofreading skills
- Ability to edit written information and pictures to make them suitable for publication
- Computer skills – Word processing and file uploading to web software
- Flexible schedule to accommodate posting information in a timely manner

Responsibilities/Duties:

- Promote NETMGA meetings and activities; may need to anticipate and request info from Program Chairmen and others
- Announce CEU Opportunities sponsored by Master Gardeners or Extension (Other organizations such as SAPS or garden center activities are not promoted since NETMGA focus is "University based horticultural information")
- Add Chris' Column article bi-weekly, if pertinent to gardening
- Add Thymes newsletters (Withhold posting until the next edition is available; current edition is only available to members in good standing)
- Spring and/or fall: remind project leaders to review and update their project page as needed
- Remind submitters of photo guidelines: All photos of children must be accompanied by a UT photo release form

- Keep Home Page up–to-date and remove event announcements when events are finished!
- Back-up web pages and ensure links are still active
- Share information with Thymes editor and Facebook administrator

Note – Web site fees are paid by NETMGA treasurer. Treasurer has access to the login password and is the main contact with the website.

Suggested duties by month:

January: Update board member/ contact lists, update meetings page, zero out yearly counters on each page, if desired

February: Annual Recognition Dinner; post list of significant awards along with group pictures

November/December: Post a "Report your Hours" reminder

December/January: Post a "Renew Your Membership - Pay your dues" reminder

Time commitment: Averages two hours per month, but could vary from 0 – 6 hours depending on incoming information.