QUILT GUILD BY THE SEA

TECHNOLOGY INFRASTRUCTURE AND SUPPORT JOB DESCRIPTION
January 2020

Establish and maintain online infrastructure to facilitate communications among the board members and store guild documents, photos, and records in the safety of the cloud.

This includes but is not limited to:

- Create a Google Group for the board members to communicate – messages will be retained in the cloud for future reference. Maintain this group by adding and dropping members as positions change on the board.

- Create a Google Drive folder to hold and share guild documents amongst the board. These would mostly be part of the guild's history, which would also include photos taken at guild events. Using Google Drive means this is all in the cloud.

- Assist other board members in maintaining their records, if so needed (i.e. the Membership Roster, etc.) and in other matters of computer technology.

- Post items of interest to the general membership to the QGbtS Facebook account.