

## JOB DESCRIPTION

### Capital Calligraphers Webmaster

2023/2024

1. Maintain domain registration for capitalcalligraphers.org by renewing on an annual basis.
2. Maintain account with website host platform and renew on an annual basis.
3. Update web site as requested by guild board members and members.
4. Keep web site compliant with applicable laws.
5. Keep guild email listserv up to date using web site host platform.
6. Ensure that email addresses set up for guild officers are forwarded to the correct guild member email address.
7. Forward email correspondence to the webmaster email address to guild members & the members list as appropriate.