

Guidelines for Web Master

The Web Master is responsible for all aspects of the Hacienda South West Women's Club Web Page. She will be responsible to update the Web Site on a regular basis.

1. The Membership Directory will be updated with new members and changes in current member's information.
2. Basic information regarding Board members, Committee Chairs, By Laws, and Committee Chair Guidelines will be updated as necessary.
3. Newsletters, Minutes, Events, Charity Information, Outings and corresponding Sign Up sheets will be updated monthly or as needed.
4. Neighborhood Events such as Flamingo Parties, AED Club, Golfing and Bowling will be kept separate from HSWWC information and updated as needed.
5. Pictures from Members covering Outings and Events will be posted as received. Club History pictures will be Maintained and stored on a Thumb Drive.
6. The Annual Calendar including events, meetings, and Neighborhood activities will be continually updated.
7. Mailchimp Directory will be maintained and updated to send emails and announcements as required.