

## DOCUMENT MANAGEMENT GUIDELINES

The information on the Documents Page of our website presents QC's current governing documents (under General Information), current policies and practices of committees and other activities (under Committee Functions), and the latest forms used frequently by those groups (under Forms). All posted documents may be printed by members for their own use.

The QC webmaster maintains the Documents Page and the documents listed on it for accessibility to members, as well as protection of the information the documents contain. The posted documents have been approved by the Executive Board after many hours of deliberation. It is a responsibility of the Board to keep them current, and to approve changes and new documents at their discretion.

Whenever any change is made to the posted documents, or when new documents are added, it is **EXTREMELY IMPORTANT** to follow the procedures below:

- 1) Ask the webmaster ([webmaster@quiltersconnection.org](mailto:webmaster@quiltersconnection.org)) to email you an editable copy of the current posted document.
- 2) Make whatever Board-approved changes are needed, using the copy she sends.
- 3) Return the revised document to the webmaster with a note asking her to replace the previous document with your revised version.
- 4) If you have an entirely new document to post, and it has been approved by the Board, send it to the webmaster, indicating the title and which of the three groups of documents it should be part of.
- 5) A temporary document, such as proposed revisions to the QC By-Laws, should include identification, the date it is posted, and the date when the webmaster should remove it.

When in doubt, contact the webmaster.

Members should be reminded from time to time how to access the Documents Page:

Go to [quiltersconnection.org](http://quiltersconnection.org), click on Membership, then click on the Documents link in the title bar at the top of the page.