

WEBSITE COMMITTEE CHARTER

Authority: The Website Committee is a standing committee established by the Board of Directors under the authority of the Sunflower Association governing documents.

Purpose: Maintain the association website to ensure proper and reliable operation. Ensure that the information posted on the website is current and accurate. Modify the website as required to improve and enhance.

Membership: Members of the committee will be appointed by the Board of Directors. The committee will consist of three (3) to five (5) members plus a liaison from the Board of Directors. All members must have at least basic computer skills (e-mail, word processing). At least two members must have experience in web hosting, website design and maintenance. All members should be, or become, familiar with the web update procedures (using email and PDFs) as they are developed.

Responsibilities: This committee is charged with the following responsibilities:

- A. Establish and implement procedures for regular updating of the website.
- B. Maintain the host computer and associated software, and document the website structure and all procedures.
- C. Involve the General Manager when outside help or vendors might need to be contacted.
- D. Obtain written approval from the General Manager before incurring any costs associated with maintenance or repair of the host computer, software, etc.
- E. Develop and implement a back-up plan for keeping website on line in case of host computer failure.
- F. Assign responsibilities and schedules among committee members for performing updates, adding or removing items, improving and enhancing the website, and basic maintenance of the website.
- G. Consider and discuss requests and suggestions from the community and make recommendations to the Board.
- H. Obtain written approval from the General Manager and/or the Board of Directors before making any substantive changes to the website.
- I. Create and maintain web pages on association web site, upon request from charter clubs. Set up hosting on the Sunflower server for independently maintained websites of charter clubs, as requested, with the authority to disable or remove such sites if found to be causing problems with the association website, server, and related functionality.
- J. Maintain and update as needed a mailing list for the Communicator newsletter, assist as needed in generating and distributing newsletter issues, and add issues to the Sunflowerliving website as they become available.

Meetings: The committee will meet as often as necessary to perform its responsibilities.

6-2-2010-C Final
Revised 1.8.14
Revised 12.24.14
Revised 12.09.15