

Website Committee

Originally Adopted: February 8, 2007
Revised: May 8, 2018
Approved:

MISSION STATEMENT: The Board of Directors (“Board”) encourages volunteerism in our Community to actively participate on committees. It shall be the responsibility of the committee to solely assist and advise the Board and its’ designee(s) in the business affairs of the community within the scope of their field of expertise; and in accordance with the Association’s governing documents.

COMMITTEE: The committee shall consist of volunteer members in good standing with the Association as appointed by the Board. Each committee shall consist of a minimum of five (5) members and serve a staggered two (2) year term and may not be a member of the Board. Each committee must consist of a Chair, Vice Chair, and Secretary as Officers of the Committee. The committee meetings shall be conducted in accordance with Roberts Rules of Order. Also, a maximum of three (3) unexcused absences will be permitted by any committee member. The Board, in its’ sole discretion, shall appoint and/or waive new members to fill open positions and expired terms. Each Committee Chair may create sub-committees to facilitate their goals and objectives from the membership or seek additional volunteers. At the end of the specific project(s) the sub-committee is thereby disbanded.

In addition,

1. Committee members will be asked to sign and adhere to a Confidentiality Agreement.
2. Committee meetings shall be planned and scheduled with the Clubhouse Director on an annual basis.
3. Any change in the committee membership shall be reported in writing to the Community Manager to be forwarded to the Board’s attention for possible action.
4. The Chair or Secretary shall submit Committee Minutes to the Board no later than the 15th of the following month to the Community Manager.
5. The Chair shall also add a paragraph to their minutes stating any recommendations from Committee for the Board’s consideration, approval, or requested feedback from the Board.
6. No committee shall address personnel issues of our employees nor handle performance matters with contractors or vendors. If necessary, contact the Assistant and/or Community Manager(s) immediately for appropriate action.
7. Provide oral reports of activities to the Board at monthly Board meetings.
8. At least one (1) yearly presentation for the membership to discuss what the committee does and provide insights to the operation of the committee.
9. Review RSFs on a weekly basis and reply to the originator of the form
10. Support and assist the Board in achieving the Board’s annual goals.

Committee Name: **Website Committee**
Originally Adopted: March 21, 2011
Amended: December 18, 2017,
Revised: May 8, 2018
Approved:

This committee shall assist the Board in assuring communications, postings, and activities on the Association's open to the public website are in compliance with the governing documents and any local, county, or state code and does not create additional expense nor liability to the Association. (*Proposed mission statement is being reviewed.*)

In addition to the Association's Committee Charter statement attached hereto, the specific duties of the Committee shall be:

1. Develop and maintain the Association's Website for current information and static data.
2. Closely work with the Association staff, Committees & Clubs for website content.
3. Market the Web Site to the residents.
4. As received by the webmaster, forward all resident Emails & other communications to the appropriate Committees for resolution in an attempt to foster better communication between all Association members.
5. Enhance community communications between Board, Committees and Residents.
6. Ensure ease of use of the web site.
7. Maintain simple and intuitive navigation through the site.
8. Provide education for members and emergency notices, including but not limited to the following:
 - a. Lawn maintenance,
 - b. Snow removal procedures,
 - c. Association events,
 - d. Provide a resident's forum for information both static and dynamic learning opportunity, and
 - e. Recommend and improve Association communications for the best interests of the whole community.

Prepare a Web site policy and procedures manual for the users and update periodically.

Ensure that strict cyber securities and protocols are in place when linking to sites owned by the Property Management Company or any other Association files or platform (i.e. event registrations, ticket sales, etc.)

Monitor and report on the Association's WiFi system for connectivity issues and upgrades.