

WEBSITE MAINTENANCE COMMITTEE CHARTER

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

Purpose: Maintain the association's sunflowerliving.com 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 maintain 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 should have experience in web hosting, website design and maintenance. All members should be, or become, familiar with the web update procedures as they are developed.

Responsibilities: This committee is charged with the following responsibilities:

- A. Establish and implement procedures for regular updating of the website and document the website structure and all procedures.
- B. Select a hosting service with a secure server with automatic backup to host the website.
- C. Involve the General Manager when services of outside help or vendors need to be utilized.
- D. Obtain written approval from the General Manager before incurring any costs associated with new hosting services or upgrades, support software, etc.
- E. 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.
- F. Consider and discuss requests and suggestions from the community and make recommendations to the Board.
- G. Obtain written approval from the General Manager and/or the Board of Directors before making any substantive changes to the website.
- H. Upon written requests from charter clubs, create and maintain web pages for them on the website. Club members may help maintain their pages upon approval of this committee. The committee chair may delete any content from club pages not considered appropriate or that cause problems with website operation.
- I. Maintain and update as needed a mailing list for the Sunflower Communicator newsletter and assist as needed in generating and distributing newsletter issues.

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

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