

Colonial Charles Community Association

Web Site Policy and Procedures

Introduction

This policy has been developed to assure continuity of procedures for maintaining the Colonial Charles Community Association, Inc., Web Site. Domain name ColonialCharles.org.

Purpose

The web site was developed as a means to disseminate information to the residents of Colonial Charles in a timely and convenient manner. The web site will help lessen the amount of email going to the residents and should decrease the administrative costs of updating residents on events and policy changes at the same time making it easier for them to access community information.

The site will also serve as an online repository for important community documents.

Position and Responsibilities

1. **Site Developer:** Designs the web site based upon the requirements of the Board of Director.
2. **Webmaster:** May also be the Site Developer. Updates the web site as directed by the Board of Directors. Assures that Board members regularly review the site for accurate and timely information. Regularly reviews the website to assure the site is functioning properly and that all links, etc., are up to date.
3. **Board Member/Secretary:** Receives items from Webmaster. Presents to the Board of Directors for review.
4. **Board of Directors:** Reviews and approves/disapproves updated or new web content. Turns the website and domain name over to the control of the Board of Directors.

The Process

1. Following the initial review and approval of the web site, the Webmaster submits to the Board Member/Secretary any new updates/changes/new information for review.
2. The Board Member/Secretary will add the draft Web updates to the agenda for the monthly Board Meeting for presentation to the Board of Directors for review.
3. The Board of Directors will provide the Board Member/Secretary their decision (s) on the new information.
4. The Board Member/Secretary will notify the Webmaster of the Board's decision and direct the Webmaster to format, assemble and forward the approved information to the full Board via email.
5. The Board of Directors will review and vote on the final updates/changes and how it will be displayed on the web site, if required.
6. Approved updates/changes are provided to the Webmaster to be added to the Web Site.

Note: Calendar updates may be made periodically throughout the month if the need arises.

Web Pages

The following topics will consistently appear on the web site.

Home/Welcome Page

What's New

Resident Resources

Documents

Board of Directors

Calendar/Schedule of Events