

WEBSITE MANAGEMENT POLICY

PURPOSE OF THE POLICY

The KCCS needs a polished, professional looking website meets the needs of the Society and the expectations of our customers and the public. This policy describes the oversight structure, guidelines, and protocols necessary to manage access to the KCCS website and its design and content in light of the Society's evolving communication needs, the changing technology, legal requirements, and Society policy.

OBJECTIVES OF THE KCCS WEBSITE

1. To promote KCCS programs, services and events to our members and the general public
2. To present the role of the Society in the operation of the Kerrisdale Community Centre; this includes the role of Board committees
3. To demonstrate the Society's public accountability to its members through the presentation of minutes, annual reports, financial statements and periodic reports
4. To provide an archive for the Society's records.

RESPONSIBILITY

The website is an important communication device for the Society, and ultimate management responsibility is assigned to the Executive Committee with specific aspects delegated to other Board committees as described below.

POLICY SCOPE AND LIMITS

1. Final decisions on the host site, and the design and content of the KCCS website will be made by the Society's Executive Committee after appropriate consultation with the Board of Directors, Centre staff and other interested parties.
2. Other Board committees may be assigned responsibility for the content of website pages dealing with each committee's scope of responsibility and will be consulted on the design of those pages.
3. The selection of the contractor(s) to develop and implement the design of the KCCS website, and provide technical support, maintenance, and training will be made by the Executive Committee. This function may be separate from the design of the program brochure. The website design contractor(s) will take instruction from and be responsible to, the designated member of the Executive Committee.

KERRISDALE COMMUNITY CENTRE SOCIETY

4. The Executive Committee will determine an individual's access to different sections of the website and the level of access. Access will be limited to the pages/ sections appropriate to each person's role.
5. Appropriate guidelines and protocols will be developed for those posting material to the website to ensure that the Society's policies are adhered to and that matters of copyright, intellectual property and privacy are properly dealt with.
6. The Executive will make clear provisions to ensure that the KCCS Blogs, Facebook, Twitter, and other social media sites are managed in the best interests of the Society.
7. The Executive Committee will make decisions related to advertising and external links on the KCCS site based on the "Objectives for the KCCS Website" set out in this policy.

Definitions

LEVELS OF WEBSITE ACCESS:

- Website Administrator has access to the entire website and has control of the design and content.
- Editor can publish and change the content of an assigned page or pages of the website users.
- Contributor can write their own posts but cannot publish them on the website.