

GOLDEN RAIN OPERATIONS

INFORMATION TECHNOLOGY SERVICES

WEBSITE MANAGEMENT

1. PURPOSE

This policy aims to:

- a) Clearly explain the roles and responsibilities of all parties involved in online content management;
- b) Ensure best practice in content management and usability principles are established and adopted by the Golden Rain Foundation (GRF); and
- c) Outline processes for online content review, maintenance and development on our Internet website by the Information Technology Services (ITS) Department.

2. DEFINITIONS

2.1. Accessibility

Information on our website will be accessible to our Members, vendors and the public.

2.2. Content Author

Authorized personnel and/or persons allowed to submit online content to the ITS Department:

2.2.1. Recording Secretaries: Minutes and Agenda;

2.2.2. Executive Coordinator/Administrative Secretary: Policies, Reports, Calendars, Meeting Announcements;

2.2.3. Recreation Manager: Club Information, Club Events, Recreational Activities and Public Service Announcements (PSAs);

2.2.4. Publications Manager: Publications, Announcements, PSA's, Photography, Logos (GRF), Advertising (Marketplace tab only), Videos

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2.2.5. Facilities Director: Notification of Construction, Utilities Information and Trust Property Information;

2.2.6. Executive Director: Publications, Announcements, PSA's, and Photography; and

2.2.7. GRF President: Publications, Announcements, PSA's, and Photography.

2.3. ITS Department

ITS Department is responsible for the online content maintenance submitted by authorized Content Author(s). ITS works with the content authors to manage the development and maintenance of online content on our website, to ensure content remains current and of value to the community.

3. RESPONSIBILITIES**3.1. Content Authors**

Content Authors are responsible for creating and maintaining content relevant to their work area. Content Authors are only to submit online content as stated in Section 2.2, "Content Author."

3.2. Homepage Content

Any changes to the Homepage Content will be determined by the Communications Committee.

Policy:

Adopted: 28 Mar 17

Amended: 23 May 17

GOLDEN RAIN FOUNDATION
Seal Beach, California