

VERSION 1.0	OAKLAND HILLS CONDOMINIUM ASSOCIATION	PAGE 1 OF 2
LAST UPDATED: AUGUST 8, 2018	WEBSITE COMMITTEE POLICIES/PROCEDURES	

Committee Name	
Website	
Committee Purpose and Responsibility	
<p>The purpose of the Website Committee is to assure the ongoing relevance, usability and accuracy of the Oakland Hills Community Website.</p> <p>The Website Committee is responsible for overall oversight and assuring ongoing functionality of the Oakland Hills Community Website. The committee is responsible for maintaining a list of all current website sections (e.g., Resident Directory, Photo Gallery, Meeting Minutes) and assuring there is an identified data source (i.e., there is a person responsible for updating the data content) for each section. The committee is responsible for assuring there is a committee member assigned oversight responsibility for each section.</p>	
Committee Chair (Board Member)	
Mickey Olivanti (mickeyolivanti@gmail.com) <i>Committee Chairs are selected from and by the Association Board.</i>	
Committee Members	
1. Jeff Lee 2. Bob Love	3. Babs Smith 4. Rudy Wicht <i>Committee Members are selected by the Committee Chair.</i>
In Scope	Out of Scope
<ul style="list-style-type: none"> • Review and oversight of the Public portions of the website • Review and oversight of the Private (i.e., Association resident's) portions of the website • Website education/training for residents • Level 1 (i.e., initial contact) problem resolution for residents • Liaison to the Website Technical Developer 	<ul style="list-style-type: none"> • Expenditures for approved changes and enhancements to the website • Unapproved edits or changes to any content, data or website structure • Technical development (responsibility of Technical Developer)
Communication	
<ul style="list-style-type: none"> • Residents should communicate requests for website changes or enhancements to the Website Committee. • The Website Committee will review all requests for changes or enhancements and will make recommendations to the Association Board. The Association Board will review and approve any changes or enhancements to the website. • Residents should communicate usage questions and requests for education to the Website Committee who will respond directly to residents. • The Website Committee will communicate any website usage or structure changes to residents in a timely manner along with any required instructions or education. 	

VERSION 1.0	OAKLAND HILLS CONDOMINIUM ASSOCIATION	PAGE 2 OF 2
LAST UPDATED: AUGUST 8, 2018	WEBSITE COMMITTEE POLICIES/PROCEDURES	

Meetings

- The Website Committee will meet a minimum of twice a year with additional meetings convened by the committee chair as needed.
- Website committee meetings are open to all residents. Any required voting will be limited to committee members.
- Website committee meeting time and location will be posted on the website.
- Minutes of the Website Committee meetings will be posted on the website.

Document Update Process

- This document will be updated as membership, scope or other relevant content changes occur. Committee Chair has responsibility for presenting update recommendations to the Association Board for approval; and then assuring all approved changes are included in the document in a timely manner.
- Notification of updates will be sent to all other Committee Chairs.
- All Committee policy/procedure documents will be stored on the Association website.

APPENDICES

Input, attach or link to any relevant data that should be stored centrally associated with this committee.

- List of Website Sections and Data Sources (WebsiteContentandDataSources.xls)