**Website Committee**

**Establishment and Authority**

This Website committee is established in the Bylaws of SBGAL.

**Purpose/Responsibilities**

The purpose of the committee is to maintain the website with current information.

The committee shall:

* Maintain the website with current and relevant information, including but not limited to:
	+ Annually review with the Board of Directors the website Theme and determine if an update is needed and if so, then implement the update;
	+ Annually assist the Registrar during the registration period with website tasks – such as updates for registration dates/deadlines announcements, forms, and releases;
	+ Annually (following the Annual Member Meeting typically held in January) review the entire website content and archive information, make updates to pages, check “submit button” email notifications (Guest Registration goes to HAWC Chair(s), interested party submittals go to Corresponding Secretary {see next bullet below}, etc.) and link to correct member to receive, etc.;
	+ Following the Annual Member Meeting typically held in January at which a new Corresponding Secretary is elected, set up info@sbgal.com account (this is a gmail account associated with SBGAL’s domain) to go to new corresponding secretary (contact Debra Andaloro to assist) and provide these instructions to new corresponding secretary to have info@sbgal.com email go to their personal email:
		- On your computer, open Gmail using the account you want to forward messages from. You can only forward messages for a single Gmail address, and not an email group or alias.
		- In the top right, click Settings and then See all settings.
		- Click the Forwarding and POP/IMAP tab.
		- In the "Forwarding" section, click Add a forwarding address.
		- Enter the email address you want to forward messages to.
		- Click Next and then Proceed and then OK.
		- A verification message will be sent to that address. Click the verification link in that message.
		- Go back to the settings page for the Gmail account you want to forward messages from, and refresh your browser.
		- Click the Forwarding and POP/IMAP tab.
		- In the "Forwarding" section, select Forward a copy of incoming mail to.
		- Choose what you want to happen with the Gmail copy of your emails. We recommend Keep Gmail's copy in the Inbox.
		- At the bottom of the page, click Save Changes.
	+ Twice yearly archive a copy of the entire website to be stored on the Webmaster’s computer (each archive only need be stored until the next archive is completed);
	+ Monthly update the Home Page with a new message;
	+ As needed or requested, check Weebly dashboard and download interested parties submittals and send to appropriate BOD for review with their records;
	+ As needed, post draft and final agendas and minutes for Board of Directors, the Annual Member Meeting, and other meetings;
	+ As needed, post information from BOD and Committees;
	+ As needed, create new pages for various committee activities (e.g. 2019 Travel Committee Adventure Trip Page);
	+ As frequently as possible, post photos of hikes, walks and events that portray members in appropriate and flattering situations, with documentation of each event.
* Perform other functions as may be delegated from time to time by the Board of Directors of SBGAL.
* Annually update these procedures.

**Committee Composition and Governance**

Membership:

* The committee shall be composed of one member.
* The member of the Website committee shall be appointed annually by the President of the Board of Directors following annual sign-in process.
* The member shall serve terms of one year.

**Leadership**

* The committee consists of one member who will serve at Committee Chair.
* The Committee Chair shall represent the committee at the Board of Directors activities.

**Meetings**

* No meetings will be held as committee work is completed by one member, with tutorial, advice, and requests by email.

**Submitted to the Board of Directors by:**

**Debra Andaloro (signed electronically) June 29, 2020**

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 **Chair Date**