

WEBSITE TEAM CHARTER

February 2023

Purpose: The Website Team maintains the website so it is attractive, user-friendly, informative and accurate.

Membership: This Team coordinates with the Administrative Assistant in a collaborative, supportive relationship. The Team is comprised of four persons:

- Co-Team leaders:
 - Editor for the website content side
 - Editor for the technical side
- Two additional members to provide support work as needed

Commitment: Each Team member commits to serve a three-year term. During the last year of a term, each member is encouraged to train an understudy to succeed them for the next term.

Responsibilities:

- Communicates with the Minister and the Administrative Assistant on a regular basis concerning website activities
- Develops a process that assures a consistent system for submitting suggestions and changes to the website
- Collaborates with the Administrative Assistant regarding website revisions
- Regularly solicits feedback from congregants about website content and design
- Responds to suggestions for improvement
- Seeks out qualified candidates to serve on the Team

Reporting and Review:

- Reports to the Minister
- Prepares and submits a report to the Annual Congregational Meeting

Measurement & Evaluation: Success shall be determined by the following:

- Trends in the number of “hits” on the website
- Feedback from website users about ease of accessibility and value of web content
- The degree to which information is kept timely and complete