

Web Site Policies and Procedures for northpeninsula-ca.aauw.net December 19, 2017

These updated "Web Site Policies and Procedures for northpeninsula-ca.aauw.net" replace the current "Web Site Policies and Procedures for aauw-np.org" document in the 2014 "Standing Rules" of AAUW-NP.

Web Committee Structure and Duties

AAUW-NP shall have a Web Committee, consisting of a Chair and at least two other members. Honorary members are the Newsletter Editor and the Branch President(s). The Chair shall be appointed by the President. The Chair shall appoint the two other members. The Chair shall keep all documents related to the web site and coordinate with the Board, the President and the Treasurer. The Chair shall be a member of the Board.

The Web Committee shall have a Contact person, appointed by the Chair. The Contact person shall receive all website email, coordinate business aspects of working with national AAUW Site Resources, and make sure that national AAUW Site Resources is paid for their work.

The Web Committee shall have an Editor, appointed by the Chair. The Editor shall work with national AAUW Site Resources to implement all updates, additions, and corrections to the web site.

Web Committee Meetings

The Web Committee shall meet at least once a year, to review web-site procedures, format, and content.

Finances and Resources

The northpeninsula-ca.aauw.net website is part of the national AAUW website and so needs no domain registration and does not need to pay separately for domain registration.

The northpeninsula-ca.aauw.net website is hosted and administered by the national AAUW website. The cost is \$119.88 per year, payable in December.

The Contact person receives email notification of the annual payment from national AAUW Site Resources. The Chair forwards the invoice to the Treasurer for payment. The Chair updates account information as necessary.

Privacy

The web site has a Privacy Statement, which has been approved by the Board. The Privacy Statement affirms that the web site neither collects nor uses private information about persons viewing the site.

Disclaimer

The web site has a Disclaimer, which has been approved by the Board. The Disclaimer states that all web-site users agree that no one is liable for misinformation on the web site.

Content

The web site shall include information about all public activities of AAUW-NP, including calendar, meetings, activities, interest groups, AAUW Funds, Educational Opportunities Fund, Legal Advocacy Fund, Tech Trek, officers, public policy, and history. It also explains how to become a member. It shall include links to national and California AAUW web sites.

The email address for contact is that of the Contact person.

The web site shall not include personal information, such as addresses, email addresses, and telephone numbers of members. It shall not include names or any personal information about Tech Trek girls, but may use photos about Tech Trek.

Procedure for Adding or Updating Content

Any member of AAUW-NP may submit material to be put on the web site, at any time.

To add or update content to the web site:

First check that the information is acceptable under the guidelines of the AAUW - USA, AAUW - California, and North Peninsula AAUW. For example, the web site cannot advocate for or against any partisan candidate. However, the web site can support propositions that promote AAUW's public policy.

Mail or email the information, including graphics and photos, to the Editor. The Editor may determine that the content requires further authorization before publication. The Chair or Editor may modify the material for readability.

The Editor works with national AAUW Site Resources to implement all updates, additions, and corrections to the web site

After notification of publication, the submitter should review the item on the web site.