<p style="text-align:center">**WEBSITE GUIDELINES POLICY**</p>

1. **Policy Accountable Owner: COM, STF**
2. **Policy Name: Website Guidelines Policy**
3. **Purpose of Policy:** The website is a key communication vehicle for our community and, as such, requires processes that provide a professional and cohesive appearance, accurate content and proper and timely management.

4. **Policy Details:**

   <u>Website Management</u>
   The Foundation Staff, with input from the Communications Committee, will manage web page design, standards, security and use.

   <u>Website Host</u>
   From time to time Foundation Staff may elect to change the website host service provider. Foundation Staff will evaluate costs and reasons for the changes with oversight from the Communications Committee. Selected hosts must have current security technology to be considered.

   <u>Website Content</u>
   Website content is uploaded at the discretion of the Foundation Staff. The website *at a minimum* will contain:
   - Governing Documents including Foundation Policies, Rules and Guidelines
   - ARC guidelines
   - Up-to-date event calendar for the current year
   - Board agendas, meeting dates, meeting minutes and Board of Director names and contact information
   - Most recent financial information and current year budget
   - Links to Jefferson County emergency services
   - Contact information for the Foundation's accounting provider and any other service providers contracted by the Foundation (trash, etc.)
   - Committee agendas, posted meeting dates and minutes
   - List of clubs and social groups within Genesee
   - Genescene (current issue and archive of past issues)

   All website content will be stored on the Foundation's current document storage service or drive with all data first saved to the Foundation's files.

   Website Availability: Public vs. Private Content
   Certain website content is deemed public and will be available to all. Other website information, such as financial documents, Board and Committee agendas and meeting minutes will be available only on the private side of the website and available for viewing by Foundation members by using a password.

   The policy of private vs. public as well as the content of these sections shall be reviewed annually by members of the Foundation Staff and Communications Committee.

Website Content

Genesee Committees may request specific organization of their Committee's page and recommend content. Committees shall review their page content annually. These recommendations shall be generated by the Committee as a whole or by an approved Committee liaison. It will be up to the discretion of Foundation Staff to implement requested changes in order to keep an overall cohesive appearance of the website and accuracy of content.

Residents may request changes to the website through the "Contact Us" section on the website. Foundation Staff will monitor the "Contact Us" entries at least weekly and provide appropriate response or feedback to residents.

Website Appearance

The Website shall remain professional and clean in appearance, maintaining a cohesive and uniform appearance. The font, color and style should remain consistent among all pages. All requests for a template or design change must first be submitted to the Foundation Staff for their review.

Website Photos

Photos on the website shall only be used with the permission of the owner of the photo and photo releases will be kept on file in the Foundation office. Photos submitted without a photo release form will not be included for site content. All individuals who are clearly identified in submitted photographs must sign a release prior to publication.

Policy Approval:
- **Approved By: Board of Directors**
- **Supersedes: Website Administration Guidelines**
- **Approval Date: 12-18-2019**
- **Review Date: Every five years**