

MORNINGSIDE: WEBSITE COMMITTEE

FORMATION: One sentence Mission Statement describing the Committee's "purpose for being".

To provide an accurate and easy to use website, offering up-to-date and historical information covering the activities, events, news, and items of interest within the Morningside community.

COMPOSITION: Four (4) members: Volunteers accepted by skill sets, specific knowledge and experience.

- Chairperson, Project Manager
- Member, Technology Lead
- Member, Operational Analyst
- Member, Technology Backup
- Board Liaison

DUTIES & RESPONSIBILITIES: List all that are consistent with the Committee's "purpose for being".

Project Manager:

- Plan and design a user friendly communications website
- Lead any problem solving reviews and resolutions
- Design updates to meet future needs requirements

Technology Lead:

- Translate design requirements into website features
- Ensure state-of-the-art technology applications and web parts integration
- Promote quality assurance operation of all website features and refinements
- Post all website information updates for the community

Operational Analyst:

- Maintain all operational records
- Recommend website updates as needed
- Function as primary beta tester, assisting in updates, roll-outs and training

Technology Backup:

- Supports Technology Lead as a secondary backup

LIMITATIONS: Identify the boundaries of the duties, responsibilities and functions of the Committee.

Responsive to the needs of the Morningside Community while operating under the guidance, funding and authoritative restrictions of the BOD.

TERM LIMITS: Establish term limits of members, and the term limit of Committee (if applicable).

None