

## **Policy and Procedure for UUFLG Website Review and Update (WRUP)**

### Purpose

The purpose of this policy is to keep the information on the UUFLG website current and accurate.

### Policy

Each web page shall have a designated owner and shall be reviewed and up-dated by that owner on a defined schedule.

### Procedure

1. **Attachment A** contains a list of web pages along with the name of the owner and the schedule on which the web page is to be updated and/or reviewed for currency and accuracy.
2. When new web pages are added to the web site, the web master shall update **Attachment A** of this policy and procedure with the name of the page, who owns the page, and the frequency of review and/or update required for the page. These updates to Attachment A shall be reviewed monthly by the Administration and Communication Committee.
3. All designated owners of web pages shall be notified of their ownership and their responsibility for review and/or update of the pages and the schedule on which it should be done by the Administration and Communication Committee.
4. Web pages that require yearly review shall be reviewed in the month of August. Web pages that require review twice a year shall be reviewed in August and February each year. Any required changes shall be communicated to the web master promptly.
5. Errors found in web pages shall be reported to the web master and shall be corrected at the earliest possible time.
6. Suggestions for changes and improvements to the web site, including new pages, shall be communicated to the web master via email. The web master shall log all suggestions, including requests for new pages. The Administration and Communication Committee shall review suggestions and prioritize them monthly. They shall be implemented by the web master in priority order.
7. New web pages shall be reviewed by the Administration and Communication Committee for conformity with UUFLG web design before being published.

Draft date: 02/12/08

Board Approval date:

### **Attachment A:**

<b><u>Page</u></b>	<b><u>Owner</u></b>	<b><u>Update</u></b>	<b><u>Review</u></b>
Monthly Calendar	Admin	Monthly	
Newsletter Archive	Admin	Monthly	

Upcoming events	Admin	Weekly	
Weekly Announcements	Admin	Weekly	
How to find us	Admin		Yearly
Staff information	Admin		Yearly
UUA	Admin		Yearly
Famous Uus	Admin		Yearly
Broadcast email	Admin		Yearly
Facility rentals	Admin		Yearly
Rental package	Admin		Yearly
Our Dir. Of Rel. Ed.	DRE		Yearly
Finances	Finance	Yearly	
Event photos	Membership	Monthly	
Home	Membership		Monthly
Volunteer opportunities	Membership		Monthly
Activities and programs	Membership		Twice a year
Principles and Beliefs	Membership		Yearly
FAQs	Membership		Yearly
Other UUA-related sites	Membership		Yearly
Membership information	Membership		Yearly
Becoming a member	Membership		Yearly
Our Minister	Minister		Yearly
Current Newsletter	Newsletter Editor	Monthly	
Children and Youth	RE	Spring, Summer, Fall, Winter	
Adult RE	RE	Spring, Summer, Fall, Winter	
RE	RE		Yearly
RE registration form	RE		Yearly
Safety Policy	Safety		Yearly
Board minutes	Secretary	Monthly	
Congregational meetings	Secretary	Yearly	
Committee reports	Secretary	Yearly	
By-laws	Secretary		Yearly
Social Action Committee	Social Action		Monthly
Sunday Services	Sunday Services	Monthly	

Visitors and Newcomers

Lifespan Learning

What's Happening

Community

Administration