

# Web Site Policy

**Policy Definition:** *a Policy is a statement that outlines the Board's intentions to live out our UU values; comply with mandates; set boundaries on actions, decisions, or activities; and delegate responsibilities. Delete this definition from approved version of the policy.*

## Intent

The UUCC website is an effective tool for communicating to members and the public at large the activities, beliefs, organizational structure and mission of the congregation.

## Relevant Mandates

Although not set out in the Code of Regulations, the website has been deemed the most efficient means of communicating the activities, beliefs, organizational structure and goals of the congregation by the board and membership. Specifically, a link to congregational governance (i.e. board approved minutes, congregational policies and regulations) is necessary to maintain a transparent, non-profit organization.

## Boundaries

Only authorized personnel and congregational leadership may update, alter or enhance the UUCC website. All content conveyed on the site shall be available to all internet users except designated "intranet" sections (if created) that will be accessible via password/passphrase to membership and leadership of the congregation.

## Responsibilities

Relevant leadership members, staff, committee and group designees shall provide content for the website. A designated staff member shall serve as the website supervisor, who will be responsible for uploading such content to the website. An ad hoc committee from the board of trustees shall assist the website supervisor in developing procedures related to the maintenance of the website, which shall be approved by the Leadership Council.

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### Action Record:

Policy adopted by UUCC Board of Trustees on December 17, 2019.

Review due by December 17, 2023