

**3-16**  
**WEBSITE COMMITTEE**

**General Description**

This standing committee is responsible for the design, maintenance, timely updating, and security of the SCA website, a primary means of communication with the SCA membership and interested individuals.

**Composition and Terms of Office**

The chair of the committee is appointed by the President with Board approval. Other members of the committee are appointed by the chair. Committee members serve until the conclusion of the term of the President who appointed the chair (By-Laws VI.2). The President may also appoint one Board member to be liaison to the Committee. In that case, the liaison will be consulted as needed in committee matters and will also receive all communications of the committee.

**Responsibilities**

1. Under the supervision of the chair, the committee is responsible for the design, maintenance and timely updating of the SCA website.
2. Design: The SCA website should have a uniform, consistent look and be easy to navigate.
  - a. The design should be sensitive to individuals with special needs and to those whose equipment and connectivity may be less than state of the art.
  - b. The SCA Board shall have responsibility for reviewing and approving major design changes to the website.
3. Maintenance: In order to ensure consistent ease of maintenance and access, the SCA website should be mounted on a reliable commercial web hosting site. SCA is best served by the flexibility and support provided by a commercial vendor and website hosting tied to a specific member's institution should be avoided despite the possible cost savings to SCA.
4. Timely updating: The chair should strive to keep the site up-to date. Committee chairs and members are encouraged to submit material to the Webmaster with sufficient lead-time for review and addition to the website.
5. Security: The President, Vice-President and Website Committee chair shall have the password to the web server.
  - a. Other members may be given the password at the discretion of the committee chair in consultation with the President, to implement special projects or to maintain pages needing frequent updates.
  - b. The password must be changed yearly following the installation of a new President.
  - c. If other members have been given the password for special projects, the password should be changed at the termination of the project.
  - d. The SCA Treasurer will be the contact for the web hosting vendor and shall forward information from the vendor to the committee chair upon receipt.