

Strawberry Creek Friends Meeting
Web Content (Revisions/Additions)

Communications Committee (ComCom) seeks to serve the Meeting and its Committees within the limits of its resources and volunteer expertise. Ordinarily, substantive content will be generated and updated by the appropriate committee, whereas the web coordinator is responsible for the website's format, organization, and visual aesthetics.

In general, content posted on the Meeting's website (with the exception of the calendar and newsletter) is:

- ✓ **directly related to Meeting's primary purpose and activities**
(not simply of possible interest to some individuals in the Meeting)
- ✓ **not time sensitive**, but of long term relevance to Meeting
- ✓ **not confidential** (Meeting's website is accessible to the public)
- ✓ **relatively maintenance free**, e.g., needs only occasion updating, if any

Website Requests

Requests to add/modify the website should be submitted to the web coordinator by the Meeting Clerk or a Committee Clerk (on behalf of a committee). Individuals with content ideas may submit them to the appropriate committee for consideration.

The web coordinator will do an initial screening of the website request. Requests involving substantively new material may be subject to review by Communications Committee, whereas requests for routine updates/revisions to existing website material, e.g., committee job descriptions, are done by the web coordinator as needed.

Approved by Communications Committee 6/29/2021, revised 6/28/22