WEBSITE MAINTENANCE TASKS

Main task table

Task	Conditions	Procedure and Responsibilities
Oversight of website admin and moderation and resolving of technical issues, including requests to Website Designer for changes		Website admins only
Website content (pages), including photos, menus, FAQs, design etc.	Global Change Request - Major changes to the functionality of site - Changes that require policy changes -	Anyone can submit a CR CECS to prepare proposal for SIRAC SIRAC approves change Website admins implement change
	Major Change Request - Adding, removing, relocating sections and pages - Adding, removing of features	Anyone can submit a CR Website admins propose to CECS CECS approves change Website admins implement change
	Minor Change Request - Changes of existing text - Approval of public comments	Anyone can submit a CR Website admins propose to CECS CECS approves change Website admins implement change
	Issues/Defects Reported	Anyone can submit an Issue or Defect Website admins implement change, if both agree
	Pre-approved changes to website - Adding classes - Adding groups - Posts announcing community events (of non-profit nature - Non-controversial comments on posts - Documents sent by SC chairs for uploading to SC document repository	Website admins implement change, if both agree

January 15 2015

Task	Conditions	Procedure and Responsibilities
News, announcements and blogs	Ongoing contribution approval (blogs, announcements)	CECS proposes blanket approval SIRAC Approves, potentially by electronic Poll
	Placing of ongoing approved contributions	Website admins refer to CECS in case they are in doubt, or disagree with each other Website admins check for format and publish post
	Casual Posts approvals	Website admins send request to CECS CECS approves Website admins check for format and publish post
Events Calendar	Calendar Policy	CECS sets the calendar policy Website admins monitor
	Calendar Maintenance	Requests to be entered via form on website Calendar administrator publishes Website admins monitor format and perform category maintenance
Directory Maintenance	Directory Policy	CECS proposes the directory policy SIRAC endorses directory policy
	Directory additions, changes and removals	Requests to be entered via form on website Website admins
Document Library	Document Publication Policy	CECS or SIRAC proposes the document publication policy SIRAC endorses document publication policy
	Adding, replacing and removing documents	All requests must be submitted via the form on the website Website admins Subcommittee chairs (currently technically not possible, but may be in future)
Regular Review Website	Regular review of the website, content and statistics. Checks are done to confirm whether procedures are being followed.	CECS performs review CECS reports findings to SIRAC

January 15 2015

Hierarchy of approval

Role	Condition for decision as per table 1	If condition is not met
Website Admins	Decision is unanimous	Refer to CECS
CECS	Decision is by 75% of active members	Refer to SIRAC
SIRAC	As per constitution	

Roles

Role / Group	Who
SIRAC	All members of SIRA committee
CECS	All members of CECS committee
Website Admins	Hubert van Mierlo and Carol Beth Floyd
Calendar Administrator	Kerry Borthwick

Calendar Policy

Events that can be approved by the calendar administrator include:

- Any event taking place in any of the island events venues (Community Hall, Fire Station, parks)
- Any event occurring anywhere on the island to which the public is invited
- Any event occurring anywhere on the island which is relevant to island residents (e.g. Red Cross drive; festival volunteer meetings etc)
- Any event occurring off island but relevant to islanders (e.g. council forums, fireshed dinners on the western foreshores, etc).

Directory Policy

January 15 2015

Directory additions that can be approved by website administrators include:

- Contact details for island or western foreshore businesses, services or trades
- Contact details for mainland businesses, services or trades that serve the needs of islanders