

WEBSITE MANAGER Guidelines

MEMBERS

Website Manager, President, 3rd Vice President, 4th Vice President, Photographer, Facebook Administrator

PURPOSE

To provide up-to-date information to both the public community and to membership on the activities of Kent Garden Club. Also for submission for NGC, CR & MGC awards.

SPECIFICS

The website could be thought of as having both public and private aspects. The public areas would coordinate with the 4th Vice President, Advertising and Promotion. The private areas would coordinate with 3rd Vice President, Membership Education and Communication. Both areas would coordinate with the President. The Photographer, Facebook Administrator and Newsletter Editor may also be resources for information.

PROCESS

The current public side tabs are:

- HOME: President's letter and website email address
- HISTORY: Brookby, Article on the KGC focus on education, Article on 100th year anniversary
- NEWS: Gardening Tips, Flower Shows, Speakers
- CALENDAR: current month's calendar
- PROGRAMS: the monthly list of program topics
- ABOUT US: Projects. Goals.
- FEATURED EVENTS, ABOUT US, GALLERY

The private side (Member's Only) are:

- MEMBERS ONLY
- MEMBER PHOTO DIRECTORY
- COMMITTEE LISTS
- NEWSLETTERS
- COMMITTEE NEWS
- MEETING NEWS
- PAST EVENTS

Notes:

- Membership is informed via the Thymes Newsletter and the President's Buzz emails. Both should be posted in Member's Only.
- Coordinate with Facebook Administrator, Newsletter Editor and Historian to provide appropriate photographs in public and private areas.
- Include names of people, whenever possible unless permission is declined.
- Caution needs to be taken to assess whether pictures are appropriate for public media sources and/or Member's Only website viewing.
- A parent's written permission is required for photographs of children.
- The 3rd Vice President is the resource for a list of members who have declined permission to post their photographs.
- The Membership Photo Directory is continually updated.
- Research, consider and suggest updates to electronic devices.
- The Website Manager may suggest or ask for updated information for any articles that have been posted for an extended period of time.

CLUB BENEFIT

Kent Garden Club's public website profile is accessible for potential members, media sources and MGC/CR/MGC awards.

MEMBERSHIP BENEFIT

The Member's Only area may contain information that may be helpful for Chairs or members.

COMMUNITY BENEFIT

To access information public on the activities of Kent Garden Club.