

**NEWINGTON COMMUNITY ASSOCIATION**  
**WEBSITE PROCEDURES**

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## **AUTHORITY**

Article IX, Section 1 of the By-Laws of the Newington Community Association instructs the Board of Directors to “. . . appoint other committees as deemed appropriate in carrying out its purposes, such as . . . a Publicity Committee which shall inform the members of all activities and functions of the Association, and shall, after consulting with the Board of Directors, make such public releases and announcements as are in the best interests of the Association . . .”

## **WEBSITE PURPOSE**

The purpose of the Newington Community Association’s (NCA) website is to provide timely notification to the community of changes to such things as the NCA Covenants, policies, and guidelines, as well as providing announcements and community alerts.

The website also serves as a repository for NCA governing documents, meeting minutes, budget documents, forms, newsletters (current and archived), names of Board members, contact information, and other documents and information related to NCA Community operations.

## **RESPONSIBILITIES**

Newington Community Association will assume responsibility only for social media sites, blogs, etc. that are specifically authorized by the NCA Board.

### President’s or his/her assignee’s Responsibilities

- Notify Webmaster of any “breaking news,” non-routine alerts, or other special notices or content to be posted on the NCA website

### Board of Directors’ Responsibilities

- Approve contract(s) associated with the NCA website.
- Participate in discussions and decision making concerning public releases, announcements, and web content that are in the best interest of the community.
- Make future decisions on any other social media accounts, e.g., Facebook, blog, etc.

### Community Manager’s Responsibilities

- Notify Webmaster of any routine community alerts, other routine notices, or content updates to be posted on the NCA website.

### Webmaster's Responsibilities

- Manage the website to make sure it is current and update routine content.
  - Monthly newsletter -post by the first of the month
  - Meeting minutes -post within 7-10 days of approval by the NCA Board

- Upcoming Board meetings, committee meetings - post as soon as known
- Update the home page as soon as possible with community alerts or notices such as the following.
  - Trash cancellation / rescheduling
  - Other community-related service interruptions
- Review content pages after each annual meeting and quarterly thereafter, ensuring that posted information is accurate. Examples include:
  - Board member names and contact information
  - Financial management company information
  - Budget
- Advise the Community Manager or appropriate person when updates to the website are completed.
- Set up new site pages, as needed.
- Create multimedia pages with photos and slide shows of special community events, as needed.
- Archive newsletters and minutes on the webpage in January each year.
- Test website links quarterly to ensure they are working properly; fix broken links, as needed.
- Verify compatibility with major browsers and mobile devices at least annually.
- Coordinate and oversee any on-site technical support needed from the web hosting provider, as needed.
- Notify the President /Community Manager if issues arise and make recommendations to solve any issues /problems, including advantages or disadvantages to each course of action.

## **CONTENT ON THE NCA WEBSITE**

The following webpages list some examples of the current content on the website. These pages may be modified, combined, deleted, and/or other pages added as needed to meet the needs of NCA. **All content must be in compliance with NCA's most current code of conduct.**

The [NCA Home](#) page provides an overview of key website components and the latest community news, events, upcoming Board and Committee meetings and alerts.

[About NCA](#) provides some history of NCA, with an explanation of the types of homes found

in the community, including a map of the community.

The [Board of Directors](#)' page lists current Board members and Officers with their respective terms of office, as well as their contact info.

The [Community Manager](#) page lists the names and contact info for the Community Manager and Assistant Community, as well as office hours.

The [Documents and Information](#) page includes links to NCA's governing documents, policies and procedures, forms, budget, newsletters, etc.

[Helpful Links](#) contains quick links to elected government officials, utility companies, local transportation resources, schools, shopping, and dining available nearby.

[HOA Payments](#) provides information on how to pay your Home Owner Association (HOA) assessments.