

POLICY FOR ACCESS TO, AND MANAGEMENT OF, QUAKER.CA

PUBLICATIONS AND COMMUNICATIONS COMMITTEE

- Full Access to site is limited to: Web ‘Editor’ (per contract for Maintenance and Updating 2013/4), Internet Resources Manager, Clerk of P&C*
- Secondary Access: Quaker Education Program Coordinator, Youth Secretary, Approved part-time Web Editor(s); Others as occasionally designated by P&C.
- Access for Blogging, News, Events: Office Administrator; Youth Secretary, Quaker Education Program coordinator (OR Member of Education and Outreach Committee), Others as designated by P&C.
- The Clerk of P&C (or designate) will have the final say on material to be uploaded –other than minor updates as described below—and will consult with Clerks of CYM, Trustees, and others as needed.
- Minor updates for Find a Meeting, Friends Serving CYM, Minutes, Address Changes, and similar items will be compiled and forwarded weekly (by Clerk or designate) for turnaround time of 2-3 business days.
- Other content will be forwarded (by Clerk or designate) as approved, with turnaround time of 3-5 business days following consultation with Web Editor as to how the material fits the site design.
- Occasionally material may have to go on in a faster time-line; this requirement should be minimized.
- Original content, including art and graphics but other than blogs, submitted for the website will be considered by an Editorial Committee consisting of a member of P&C, a member of the Quaker Learning Series Board, and the Quaker Education Program Coordinator OR a member of Education and Outreach Committee;
- Blogs will be moderated separately as arranged from time to time.
- Photographic material can be uploaded to the location indicated within the BUSINESS site; photographer must indicate that permission to post on the website has been received from those shown in photograph. For material showing minors under 18: signed permission of parent or guardian must be submitted. No guarantee is made that any or all photos will be used..
- See also Website Usage Policy under RESOURCES: POLICIES, updated by P&C July 2013.

(*For systems control purposes on behalf of the YM: acknowledging that the Clerk may not have the set of skills for changes to a complex Wordpress multi-site, and will not be making such changes,).

APPROVED JULY 14, 2013.