

Charter: Website Committee (WC)

I. Purpose

- A. This committee exists within the ASA to provide coordinated efforts to bring all member states onto the same web platform. The states have decided to maintain their own websites and databases while having backend integration with the ASA council member states and ASA national page in order to share content such as event information and membership information. The WC will work to achieve these goals as well as provide an avenue of communication for the state webmasters.

II. Composition

- A. The WC shall be composed of ASA members that are vetted by the Nominating Committee (NC) for a term of two years.
 1. The ECC will have at least 4 members; including one Committee Chair and one Board Liaison
 2. The NC has the authority to recommend candidates to fill vacancies on the WC, according to project based needs as determined by the WC Chair
- B. WC will have a chair and a board liaison.
 1. The WC Chair has the following duties:
 - a) Organize and run monthly meetings
 - b) Complete a monthly report of prioritized issues at hand and issues resolved (will include time and money tracking as well)
 - c) Ensure project deliverables are complete and deadlines are met within the agreed upon budget
 - d) Will oversee tasks, projects, handle all relationships and operations between member states and hired contractors
 - e) Offer overall strategic advice to the BOD and the committee, with support and feedback from the WC
 2. The board liaison has the following duties:
 - a) Attending monthly meetings
 - b) Effectively communicate any direction or information from the BOD
 - c) Support the Chair to meet the committee goals



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III. **Committee Members**

A. Each member will work to support the overall success of the project as well as their own website

1. Members will be assigned on a project by project basis, taking into consideration their specific skills, interests and availability
2. All will attend the monthly meetings
3. All will remain in communication with the committee chair, sharing progress on their assigned tasks
4. All vetting for positions to be filled will be done by the Nominating Committee
5. The WC committee will work with the webmaster group to facilitate sharing of information and communication specific to the website

B. Desirable Skills, Knowledge, and Abilities (SKAs)

1. Background in website development
2. Organized and detail oriented
3. Ability to take initiative along with the drive to see projects through to completion
4. Comfortable with deadlines and constructive criticism.
5. Ability to focus on National goals which may require some prioritization over their state goals
6. Able to dedicate 8-10 hours per month, but will vary so should be somewhat flexible

C. Responsibilities

1. Understand the functional needs of the state's websites
2. Get websites with technical difficulties up and running
3. Continue to bring new member states onto the website platform
4. Work with ASA leadership in executing information sharing, tech based and marketing strategies
5. Be able to strategize long term website development goals, along with input from the states, once the state websites are functional and everyone is ready for web platform 2.0

IV. **Meetings**



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- A. Monthly
 - B. Minutes will be documented at each meeting with an updated issues list
- V. **Order of Operations**
- A. Questions or concerns within the ECC shall be brought to the WC Chair
 - B. Matters requiring the Board's attention shall be brought to the BOD by the Board Liaison and Chair
 - C. Responsibilities of the WC Chair have been defined above
 - D. The Board Liaison will be responsible for connecting the WC to other ASA committees as well any other relevant groups outside of the ASA.
 - 1. Works to ensure that strategic planning aligns with the national priorities and strategies of the ASA.
 - 2. Will present projects to the board for approval of funds and budget.
- VI. **Goals**
- A. Ensure working websites for all member states
 - B. Bring all member states onto the website platform
 - C. Continue to develop the website platform