

WEBSITE COMMITTEE

Purpose: To serve as a vital communication link to Verona Reserve owners and to maintain the Associations' website and email system.

Responsibilities & Duties:

- Work closely with the board through the board liaison and the property manager.
- Maintain the website so information is current and relevant; regularly updating the Activities, Bulletin Board and Calendar.
- Add, update or remove resident directory information as requested by owners.
- Maintain a file for all owner directory authorization forms.
- Send email announcements and distribute other information as requested by the board of directors or the property manager.
 - Eblasts from committee chairs shall only be distributed with the approval of the committee's board liaison or the board president.
- Post board meeting notice/agendas at least 48 hours prior to each board meeting, unless otherwise directed.
- Post board meeting minutes and corresponding manager and committee reports following approval of the minutes.
- Respond to owner questions or concerns and bring any issues to the boards' attention.

Duration: The committee is a standing committee and will continue year to year.

Members: The committee is made up of three to five core members, including the chair.

- Members are expected to attend committee meetings and actively participate in the duties of the committee.
- Members must be well versed in the use of technology, Web pages and email accounts.
- Committee members must be in good standing with the Association.
- Committee members must abide by the Association documents and support the efforts of the board.

Meeting Notice: As the committee does not have final approval authority, the committee may meet in a private residence without public notice, although open meetings are encouraged.