

## **WEBSITE MANAGEMENT POLICY**

### **Probus Club of Nepean Inc.**

#### **Our website**

- \* Is primarily to enable prospective members to find out about our club. However it is also a very useful source of information for existing members.
- \* Is provided by Probus South Pacific Ltd and is a “micro-site” within their site.
- \* The internet address is – [www.probusouthpacific.org/microsites/nepean](http://www.probusouthpacific.org/microsites/nepean)
- \* Any member of the public or the club can access the site by entering that address.
- \* PSPL manage multiple micro-sites within their site for all the various clubs. They trust each club manages its micro-site “responsibly” so as not to overload their site and slow it down.
- \* PSPL suggest activity descriptions should only stay there for six months.
- \* Photographs can be a problem as individual file sizes may be very large. A file size larger than 2 MB cannot be uploaded. PSPL suggest no more than 30 photos of 2MB at any time.
- \* Taking all that into account we have decided limits as set out below.

#### **Management**

- \* The site will be managed by our club Website Manager at address:-  
<http://microsite.probusouthpacific.org>
- \* To manage the content of the site an ID – [nepean56925@probusclubs.com.au](mailto:nepean56925@probusclubs.com.au) and password are required.
- \* The Secretary and Newsletter Editor, are permitted to insert the club minutes and newsletter or items of interest to club members. The Website Manager is permitted to insert items on behalf of these, other committee members or members.

#### **Content**

- \* The content is held under a number of headings. Some of these contain information which is text and is more or less static. It only needs updating when changes occur.
- \* Text Items will only be retained for 12 months.
- \* Any photographs will require care. Privacy needs to be considered.

This policy was accepted by the committee at committee meeting Tuesday 23<sup>rd</sup> June 2020.