![QJCR logo]

Queens' College JCR Committee Policy Document on:

The JCR Website[1]

This Committee Policy Document may be amended only by majority vote at a quorate JCR Committee Meeting. Amendments must be dated and recorded at the end of this document.

The provisions of this document shall be invalid if they conflict with the motions of Referendum Policy or the provisions of the Queens' JCR Constitution or its appendix.

The policy contained within this document shall be binding on the Queens' JCR Committee.

Document created on the 23rd of January 2021

1. Preamble

a. There shall be a JCR Website, which shall be separate from the 'college website' (A.K.A Queens' website[2])

2. Purpose of the JCR Website

a. The purpose of the JCR website shall be to:
   i. host links to JCR Committee meeting minutes, the JCR Constitution, JCR Committee Policy, JCR Referendum Policy and any other material that is required by the JCR Constitution to be available to all members of the JCR;
   ii. compile links (in an accessible and convenient way) that are useful to the JCR membership such as links to order 'stash', and relevant pages of the Queens' website and University of Cambridge website;
   iii. to host links to any JCR booking sheets.
b. The JCR Committee is encouraged:
   i. to focus on linking to websites that are maintained by paid staff, rather than transcribe static text that could become redundant;

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[1] https://qjcr.org.uk/
[2] https://www.queens.cam.ac.uk/

3. Responsibility

    a. The JCR Website shall be the responsibility of the JCR Computer Officer if one is appointed. Otherwise, it shall be the responsibility of the JCR Communications Officer (if one is appointed) or the JCR Secretary.

    b. At least three members of the JCR Committee should be competent at making edits to the JCR Website.

    c. The person responsible for the JCR website must ensure it reaches A & AA web accessibility standards[3]

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[3] https://webaim.org/standards/wcag/checklist (the Queens' College Communications Officer will be able to assist with this)