

AAWGT WEB/IT COMMITTEE CHARTER

April 2022

PURPOSE

The Web/IT (Website/Information Technology) Committee (“Web/IT”) manages AAWGT’s membership management software (Wild Apricot) and other related platforms, except for Grants and Post-Grants Evaluation processes that are handled by the Grants Systems Committee using Foundant Technologies’ software, separate from the website’s content management system. The committee will work in close collaboration with the Officers and other members of the Steering Committee (SC) to support each of the standing and any ad hoc committees and ensure that their interests are represented and their activities supported by the online platforms.

RESPONSIBILITIES

1. Plan and update the website to reflect current AAWGT goals and activities in collaboration with SC leadership.
2. Maintain website and ancillary IT systems (including domain names, generic email addresses, photo gallery, and archive); implement changes to update or enhance these systems.
3. Manage administrative access to website and ancillary systems (per 2 above) for SC members.
4. Train and support members to maintain specific areas of the website, e.g., membership renewal and payment, tracking financial donations, archive, Flickr photo archive and Google Drive archive. That is, Web/IT is not responsible for inputting data for these specific areas, but can provide training and support when applicable committee members who are doing so.
5. Collaborate with Marketing and Communications Committee to ensure the viability of social media platforms, i.e., Facebook, LinkedIn and YouTube.
6. Produce analytical usage and other reports based on website data as requested.
7. Respond to all emails sent to webmaster@givingtogether.org.
8. With concurrence of leadership, retain and oversee consultants as needed to assist in website management and improvements.
9. Maintain AAWGT website records and documentation.
10. Manage contract payments for website/membership platform and other ancillary and/or social media platforms in coordination with CFAAC
11. Participate in software user groups online; attend software provider training and updates.
12. Add Events to the website via Wild Apricot’s event module. Information on any event will be obtained from the applicable committee sponsoring the event.

TIMELINES

1. Ongoing: Add and refresh website pages/content and graphics/photographs and resources to reflect current operations and reinforce brand consistency.
2. Ongoing: Add new webpages for event summaries (content provided by others) and to reflect other new programmatic developments.
3. Ongoing: Monitor platform subscription due dates in coordination with CFAAC CFO to ensure timely renewals (Wild Apricot, Go Daddy, Flickr, etc.).
4. Ongoing: Remind SC members re: forwarding pertinent information to be uploaded to Google Drive for the AAWGT archive (except all grants information as handled by Grants Systems Committee using the Foundant platform).
5. Bi-Monthly: Add webpage version of newsletter to our website.
6. Quarterly: Run broken link check (brokenlinkcheck.com) to ensure viability of all links on the website.
7. January: Work with Membership Committee to revise welcome and renewal letters, and to prepare annual membership retention table reflecting year end membership data.
8. May: Assist Grants Committee in implementing technical aspects of the online ballot for members to vote for grant recipients.
9. May: Update online and print list of grantees and grant pages after voting is completed and new grantees are notified.
10. October-December: Based on data provided by Leadership Development and Nominating Committee, prepare membership slate online for leadership election in November, then update all generic email addresses on Google Mail to auto direct to new officers and Committee leadership after voting closes and leadership is finalized.
11. November: Refresh and upload new grant application cycle information in concert with Grants Committee leadership for estimated December 1 launch online.
12. December: Update website on new Offices and Committee Chairs, Assistant Chairs; update and post historical paper list online as well.

COMMITTEE PROCEDURES

1. Attend monthly SC meetings and annual retreat to determine website needs and implement new and/or refreshed content.
2. Form informal work groups as needed.
3. Communicate regularly with the President and Vice President on committee issues and apprise them in advance of topics that warrant discussion at SC meetings and/or of significant changes in committee operations
4. Coordinate with other committees to ensure needs, messages and priorities are accomplished.
5. Maintain privacy of information, both applicant and AAWGT information, and train users in appropriate use of information
6. Use appropriate business practices

7. At any transition of leadership of the Committee, the outgoing Chair shall review this Charter with the incoming Chair and Assistant Chair.

POSITION REQUIREMENTS FOR CHAIRS AND MEMBERS

Experience with and interest in developing, implementing, using and maintaining web sites, content management systems and social media platforms.