

Denman Island Residents Association (DIRA)

Website Posting Policy

(Approved March 11, 2013)

General Purpose:

The purpose of the *Website Posting Policy* is to set out DIRA's policy regarding posting information on the DIRA website (www.denmanresidents.com) which exists to support the activities of DIRA and DIRA Committees; to provide links to relevant non-profit groups and associations as well as local, provincial and federal government agencies, and to provide information that may be relevant to Denman Island residents and property owners.

Specific Guidelines:

- The DIRA domain name (denmanresidents.com) and website hosting is currently managed by Premium Impression Consulting. The domain name is registered to Douglas Page and expires on June 29, 2014. DIRA pays an annual fee for website hosting.
- The DIRA Board of Directors are responsible for ensuring that website domain name and hosting fees are paid to ensure continuity of the DIRA website,
- The website user name and password for the DIRA website shall be kept confidential to DIRA Board members and website administrators, as approved by the Board,
- When a Board member or website administrator resigns, the password will be changed,
- All information submitted for posting on the DIRA website is subject to approval by the DIRA Board of Directors,
- DIRA reserves the right to refuse any submission,
- Public feedback, suggestions and posting requests will be considered by the Board,
- DIRA and community information will be posted to the website in a timely manner and material that is no longer valid will be removed, also in a timely manner to keep the website current,
- Minutes of the Board (Executive) Meetings must be approved prior to being posted to the website,
- Draft unapproved Minutes of the General Meetings will be posted to the website prior to the next General Meeting to give adequate time for perusal. After the General Meeting Minutes have been approved they will be re-posted as presented or amended and the designation changed to Approved Minutes,
- The DIRA Board may assign specific Board members to post Agendas, Minutes, and Financial Statements,
- Committee liaisons are encouraged to ensure that committee information is accurate and up to date and shall advise the Committee Chairs if current information is needed,
- DIRA does not charge a fee to have a link or article posted.