

NEWINGTON COMMUNITY ASSOCIATION
WEBSITE PROCEDURES

draft -- september 2016

AUTHORITY

Article VIII, Section 1 of the By-Laws of the Newington Community Association (NCA) states, “. . . the Board of Directors shall have power to: (a) adopt and publish rules and regulations governing the use of the common area and facilities, and the personal conduct of the members and, their guests thereon, and to establish penalties for the Infraction thereof; . . .”

Article IX, Section 1 of the By-Laws of the Newington Community Association instructs the Board of Directors to “. . . appoint other committees as deemed appropriate in carrying out its purposes, such as . . . a Publicity Committee which shall inform the members of all activities and functions of the Association, and shall, after consulting with the Board of Directors, make such public releases and announcements as are in the best interests of the Association . . .”

Article V, Section 6 of the By-Laws of the Newington Community Association states, “Directors agree to be bound by any Code of Conduct as may be adopted by the Board of Directors.”

The Board has established a Code of Conduct (adopted May 2009 and revised December 2015) for conducting the business of the NCA with high levels of dignity, civility, and respect for the Community Association as an entity and for the individual members of the Newington Community Association, Board, Employees and Committees.

Newington Community Association will assume responsibility only for social media sites, blogs, etc. that are specifically authorized by the NCA Board.

When was the NCA website first established?? (Earliest I see is 2008??)

WEBSITE PURPOSE

The purpose of NCA’s website is to provide more timely notification to the community of changes on such things as the NCA Covenants, policies, and guidelines as well as providing announcements and community alerts. The website also serves as a source for community governing documents, forms, newsletters (current and archived), names of Board members, meeting minutes, and contact information.

RESPONSIBILITIES

President’s Responsibilities

- Notify Webmaster of any community alerts.

Board of Director’s Responsibilities

- Approve contract(s) associated with the NCA website.
- Act on consultations concerning public releases and announcements that are in the best interest of the community.
- If, in the future, the NCA Board decides to institute a social media account (e.g., Facebook, blog, etc.), all authorities for the NCA Code of Conduct and Editing will be described, per the Board, in an updated version of these procedures.

Community Manager's Responsibilities

- Give Webmaster any additions or changes to nca_newsletter@newingtoncommunity.org and nca.distribution@newingtoncommunity.org e-mail lists
- Notify Webmaster of any community alerts.
- Notify community members, via NCA Distribution Lists, of the availability of the monthly NCA newsletter, "Inside Newington Station."

Webmaster's Responsibilities

- Manage the website and update regular content provided by the Community Manager / Board President / Board of Directors and notify the Community Manager when completed.
 - Monthly newsletter – post by the first of the month
 - Meeting minutes – post within 7-10 days of approval by the NCA Board
 - Upcoming Board meetings, committee meetings – post as soon as known
- Update the home page, as soon as possible, per the Community Manager / Board President / Board of Directors, with community alerts/notices and advise appropriate person/group when completed.
 - Trash cancellation / rescheduling
 - Other community-related service interruptions
- Review content pages, ensuring that posted information is accurate per Community Manager / Board President / Board of Directors. Examples include:
 - Board member names and contact information
 - Financial management company information
 - Office hours, etc.
- Advise the Community Manager of posting updates for further notification to the community.
- Set up new site pages, as needed, per the Community Manager / Board President / Board of Directors.
- Create multimedia pages with photos and slide shows of special community events per the Community Manager / Board President / Board of Directors.
- Archive newsletters and minutes on the webpage every January, annually.

- Periodically test website links to ensure they are working properly; fix broken links, as needed.
- Verify compatibility with major browsers and mobile devices.
- Oversee technical support with web hosting provider on site's technical issues, if needed
- Notify the Board President / Community Manager if issues arise and make professional recommendations of steps to solve any issues / problems.

CONTENT

The NCA Home page is an overview of key website components and the latest community news, events and alerts.

Under About Us is some history of NCA, with an explanation of the type of homes found in the community and includes a photographic tour.

On the Board of Directors' page is a list of current Board members with their terms and instructions on how to contact them, including those who are officers.

The Community Info page includes links to NCA's governing documents, guidelines and policies/rules pertaining to the community and its members.

Community Links contains quick links to elected government officials, utility companies, local transportation resources, schools, shopping and dining available nearby. **Suggested add:** include government representatives, ie., Fairfax County Supervisor, Board of Educations, Senators, US House of Representative, etc.

The Contact Us page lists how to reach the NCA office and managers via phone and email. Information on how to register for the NCA distribution list is also posted.

Under Events \ Recreational are pictures of past community events such as Easter Egg Hunts and Holiday parties. A list of potential tennis players is also available.

The Financial page includes contact information for Summit Management and how to get a copy of your invoice, pay online, etc. Budget information and quarterly assessments can also be found on this page.

On the Forms \ Map page is a list of all NCA forms. This includes the Ballfield Reservation, Exterior Project, Pool Parking form and more. This page also includes a map of the NCA streets, paths, and tot lots.

The Meetings \ Minutes page contains current and archived Board of Directors' Monthly and Annual meeting minutes from 2007 to present day.

The Newsletters page contains current and archived newsletters from 2007 to present day.