

DREAMLAND VILLA RETIREMENT COMMUNITY

Administrative Policy and Procedure

Subject: Website Committee

Initially Adopted: September 14, 2010

Amended: 2/9/16, 11/13/17, 6/13/2023

I. Policy Statement:

The Dreamland Villa Retirement Community recognizes the need to utilize internet resources including, but not limited to website(s) and e-mail, to disseminate information and communicate with its members and other interested parties. The purpose of Dreamland Villa Retirement Community Inc. is to provide the residents with information regarding the business of the organization. DVRC internet resources are not to be utilized as a resource for any specific group or individuals that will not promote the mutual interest of the community.

II. Procedures:

A. The DVRC Board of Directors (Board) shall create a standing committee titled the Website Oversight Committee (WOC) to coordinate and maintain internet resources in support and promotion of DVRC. Internet resources include, but are not limited to websites, email and blogs for DVRC. The WOC does not have direct control of some resources that others have created to promote the community, but the WOC can attempt to coordinate these resources and encourage appropriate content.

B. Responsibilities:

1. The Board shall have final approval of all actions taken by the WOC. The Board shall appoint a chairperson for the WOC to coordinate WOC activities. The WOC chairperson shall report to the Board at regular Board meetings or as directed by the Board President. The WOC shall be composed of interested DVRC Members who are willing to volunteer their time. The WOC and chairperson shall utilize the abilities and interests of its Members in the best manner to fulfill the responsibilities of the WOC.

2. The WOC shall work with the office staff to assure information on the website is accurate and up to date. Whenever practical, the WOC will work with the office staff to help reduce their workload by utilizing internet resources.

3. Since information must be posted on a punctual basis, the WOC will only wait for approval from the Board when it is felt the action or content may exceed the authority of the WOC. The WOC is responsible to ensure all website content is appropriate, accurate and complies with established DVRC standards and rules.

4. DVRC internet resources shall not be used to advertise commercial entities unless it will benefit DVRC. Meetings, presentations and entertainment of a non-profit nature, not related to DVRC, may be announced on the website when it is felt Members will be interested and the item has not been well advertised through other sources.

5. The website shall not be used to promote specific positions concerning potentially controversial topics. Rather, the website should be used to present all positions so readers can form their own educated opinion. When strong opinions are presented or links to articles that have strong opinions are included a statement should be clearly displayed stating the information provided is not necessarily the opinion of the DVRC or its Board of Directors.

6. In general, Political, Religious, anti-Semitic, profane, offensive or suggestive postings are prohibited. The website should not include opinionated comments from DVRC Members or others unless they provide balance to information provided on a controversial topic. A "letters to the editor" or similar type section is discouraged. If the general public is allowed to post/submit comments, they must be reviewed / approved by the WOC before allowing them to appear on the website.

7. The WOC should strive to include information on the website that has long term value. Information about current events or topics should always include dates and should be removed when the information no longer has value to DVRC Members. The WOC shall strive to keep individual group and other DVRC information on the website current.

8. The WOC, with budgetary approval of the Board, may hire a professional to create or maintain internet resources if necessary and contract with a host provider.