

Willamette Quarterly Website Policies and Webkeeper Duties

Developed by the Ad Hoc WQM Website Committee 2007

Purpose of the WQM Website

The website will provide an **additional** means of communication and a source of information about WQM for monthly meetings, committees, and officers of Willamette Quarterly Meeting.

Possible information on the WQM website **could** include:

1. A **calendar** of WQM events
2. An additional source for **distributing registration materials**
3. A **roster** of current WQM Officers and Committee Members
4. Pages describing the **duties** of the Committees and Officers
5. A copy of the **WQM handbook**
6. Copies of the **concerns sent to us by NPYM** for seasoning
7. **Links** to WQM monthly meetings websites and other Quaker Organizations

Though the site will be accessible to anyone, the main purpose of the website will be to make available information about WQM activities and functions for internal use rather than to present a public face for the organization.

Simplicity as the Guiding Principle for the Website

The website should reflect our testimony of simplicity. This principle should be considered both in terms of content and the technical know how used in creating the website. This will have the additional value of making it possible for us to find volunteer webkeepers.

Content Guidelines and Approval

The usual content of the pages will be limited to items of information related to the activities of WQM, committee work, officers, and monthly and quarterly meeting activities. See items listed above under "Purpose of the Website".

Judgment about the appropriateness of requests for additional types of content will be presented to the Ministry and Oversight for a decision.

All items posted will cite the source of the information.

Contact Information and Privacy Policy

In general names of officers and committee members will be posted without contact information. Contact information can be obtained from the NPYM directory. However, in some cases it may be useful to have contact information posted for uses such as registration.

No e-mail addresses, mailing addresses, or telephone contact numbers will be posted on the site without expressed permission of the person listed.

No contact information for Friends under the age of 19 will be posted on the WQM website.

An institutional e-mail address (example contact@willamettequarterly.org) will be posted if there is someone who is willing to serve as a contact person for e-mail communication.

Meeting and Worship Group Contact Information (approved by M&O 02/07/09)

For Meetings and Worship groups who do not have their own websites but want to establish a web presence we offer this possibility. We propose this procedure to satisfy this need without requiring adding the additional to the responsibility of the WQM webkeeper of keeping a local groups information current.

QuakerFinder.org offers a free opportunity for Quaker groups to post local meeting information. Once the local meeting has sent the information to Quakerfinder.org we will then create a link from the WQM website to the information at Quakerfinder.org.

Steps to follow:

First, go to www.quakerfinder.org which posts information about Quaker meetings for free. Using the email address posted on their website, send them the information you would like posted.

Then send the WQM webkeeper an email at contact@willamettequarterly.org, letting him/her know that you have done this. He/she will put up a link to your Quaker Finder page on WQM's webpage on our list of meetings and worship groups.

This system will give the responsibility to each Meetings and Worship Group to post any information they want and keep it current. If you have any questions contact WQM webkeeper at contact@willamettequarterly.org or by phone (see NPYM Directory). If your meeting establishes its own website, please let the WQM web keeper know, so they can add the link the WQM website.

Duties of the WQM Webkeeper

1. To maintain the web site and keep its content current.
2. To design and write web pages as needed. Care should be taken in designing web pages so that they do not require high levels of webpage design or special software **wherever possible**. (This language was inserted to leave open the possibility in the future of a more complicated online registration process. However, these might fall under the control of the registrar rather than the webkeeper.) Keeping the pages to text, pictures, and simple links without the need for specialized web skills will make it possible for amateur volunteers to maintain the website.
3. To design the web pages so that they display information well across platforms. (In other words will work well on both windows and Macintosh computers.)
4. To be a contact person for committees and officers of WQM and its constituent monthly meetings to receive information to be posted on the web. **Any requests for information to be posted which are not part of the approved standard content need the approval of Ministry and Oversight.**
5. To report to the M&O committee on the progress, status, and concerns related to the web site. M&O will designate a member to be the website contact person to work with the webkeeper and to pass on relevant information that needs to be posted at the website.
6. To cooperate with the Treasurer, to insure that timely payments are made to renew the registration of web domain name and to arrange for an internet website host to provide server space to host the web pages.
7. To provide a copy of the password and other website administrative information including a description of how to access the account and web pages to the Clerk, Treasurer, and M&O Clerk (or Clerk's designee). This will insure institutional access to the website in the event that the webkeeper is not available for any reason.
8. To work with the Registrar of Willamette Quarterly Sessions to help them distribute information concerning the registration process.
9. To seek advice and volunteer work from those within WQM who have the technical skills and knowledge to try to keep costs to a minimum.
10. At the end of the webkeeper's term to work with the incoming webkeeper to facilitate the transfer of responsibilities. To provide a copy of the password and other website administrative information including a description of how to access the server account, domain name registration account, and web pages to the Clerk, Treasurer, and M&O Clerk. This should include a discussion of the file structure and any other advice that could be of use.
11. The term of office for the webkeeper will be two years.