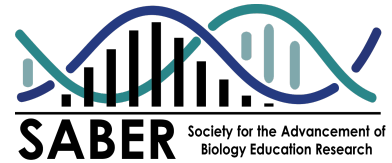


Web Committee Charge



Date Adopted: 7/1/2019

Next Review Date: 1/1/2022

Responsibilities

- **Purpose:** Design and manage the website to communicate information and disseminate resources to the general public and to SABER members
- **Duties:**
 - Add, remove, and update website content regularly
 - Propose new content and features to the Executive committee
 - Maintain a consistent aesthetic across the website
 - Design the organization of pages and navigation bars to make content easy to find
 - Create new website features and pages as needed and as indicated by Executive Committee
 - Liaise with other committees to create content and insert functionality they need, including for elections, conferences, solicitations for conference contributions, etc.
- **Reporting:** The website committee reports to the Executive Committee.

Accountability

The website committee receives its charge from the Executive committee.

Membership

- **Number of Regular Members:** 4-6 core members, plus a designated liaison from each committee that needs to put content on the website.
- **Determination:** Volunteers solicited by web committee chair(s)
- **Ex officio Members:** None
- **Non-voting Members:** None
- **Term of Service:** 1-3 years
- **Chair:** Appointed by Executive Committee for 2-year term