

Web and Social Media Committee Description and Authorization

Purpose: The Web and Social Media Committee maintains and updates the KPWCA website at kpwca.org and the social media accounts, including the KPWCA Facebook page. The Committee:

- Creates a sense of community, encourages participation in an active community life and enriches neighbors' lives
- Collaborates with the Board if changes to the committee scope are needed
- Works with the Board to develop annual budgets and communicates emergent additional funding needs during the year and
- Encourages residents to join the KPWCA

Scope: The committee chairperson must be a member in good standing of the Kings Park West Civic Association. Web and Social Media Committee will facilitate the KPWCA mission by promoting community information and dialogue through the KPWCA website and social media (FaceBook and Next Door, for example). The Committee is composed of two teams, website and social media, with diverse functions that require coordination and cooperation.

The teams will share information such as: community calendars, KPWCA bylaws, committee descriptions, membership drives, member meetings, parks and lake clean-ups, the Fall Halloween Festival, Spring Egg Hunt, Community Yard Sale, Dumpster Day, Scholarship deadlines, Scouting and other relevant KPWCA activities and interests. The Social Media team members will coordinate information with the Herald Newsletter Committee. One member of all the committees (i.e. Halloween Festival, Spring Egg Hunt, etc.) will be designated to communicate with the social media and website teams.

Authorization: The committee is authorized to purchase software, cloud services for web hosting, and DNS services for the kpwca.org web site name in accordance with the approved budget. Receipts for reimbursement should be submitted for payment to the KPWCA Treasurer within 60 days following the expense. Temporary requests to change or go beyond the scope of this authorization must be coordinated with KPWCA Board. Permanent changes must be approved in writing and signed by the president, KPWCA Inc.

Signed,



President, KPWCA Inc.

Date: 8/1/21