

*ACTION PLAN: Section NE-7B Web Site – 2009-2010 - November 2009*

**Purpose:**

- 1) To communicate relevant Section information on events, meetings, activities, etc. to the members of the Section via the Internet,
- 2) To assist in the marketing efforts for Section activities and events,
- 3) To be a repository for relevant Section historical items (photos, documents, etc.),
- 4) To be a convenient source for relevant news and web links for Section, Region and National news, programs and events, and
- 5) To document Section Leadership including members lodges, councils, COC members and committee leadership.

**Structure:**

- The Section web site is under the direction and management at all times of the Section Leadership (Section Chief and Section Adviser). All content updates to the site need to be approved by the Section Chief.
- Section Web Chairman – Manages web site maintenance, development, revisions and updates as dictated by the Section Chief with the approval of the Section Adviser. Recruit other people and resources and provide suggestions in regards to the web site's on-going management and development.
- Section Web Adviser – Provides relevant guidance and support to the Section Web Chairman as needed.

**Goals:**

- Timely updates and revisions will be made to the web site after COC meetings and Section events and activities with necessary content.
- A content manager will be integrated into the web site structure to permit authorized Section Leadership or other authorized personnel to login to the site and make relevant changes to content, documents and/or media.
- Section Leadership will produce an annual plan with tasks that the Web Committee will follow throughout the year. Ad Hoc requests will be dealt with in a timely manner.
- The Web Chairman will produce a report, prior to each Council of Chiefs meeting, to the Section Leadership detailing the committee's status and progress and changes to the web site.