

Website Administration

Purpose of the Policy

- To outline the role and responsibilities of the webmaster.
- To provide a guideline for acceptable website content.

Purpose of the Website

1. To advertise the co-op to prospective members.
2. To enhance communications among Mau Dan Co-op members, and to maintain open lines of communication.
3. To encourage participation within the co-op.
4. To support the co-op principals.

Webmaster Job Description

1. The Webmaster is appointed by the board and is responsible for:
 - Managing an annual budget to cover expenses for website services. (eg. Web hosting, domain name).
 - Updating the website in a timely manner, as requested in writing by the Board or committees.
 - Designing the website.
 - Confirming with the Board, prior to posting any materials not within the policy guidelines.
 - Maintaining the members' access list.
2. The Webmaster is not responsible for content development.



Website Content

1. All website materials must comply with the Mau Dan Personal Information Privacy Policy.
2. The website will not be used for profit.
3. No illegal materials, profanity, or pornography are permitted on the website.
4. Chinese text will be used when possible.
5. All downloadable documents are posted in a PDF format.
6. The website will have a Public Access section and a Members-Only section.
7. The Public Access Area must include:
 - Current housing charges and share purchase price
 - Application forms, and how to apply
 - Information about Mau Dan Gardens
 - Mission statement, values, co-op principals
 - Explanation of what a housing co-op is about
 - A location map
 - Images of Mau Dan
 - Contact information
 - Links to co-op resources
 - Neighbourhood information/resources (Optional).

NOTE: Personal information about individual members is not permitted.

8. The Members-Only Access Area includes:
 - News and Announcements (e.g upcoming meetings, renovation developments, community events, appreciations).
 - Primary Contact Information
 - Co-op Coordinator
 - Co-op Bookkeeper
 - Emergency Numbers



- Committee and Board Information including:
 - Info on each committee, what they do, who they are
 - Contact Information
 - Meeting times
 - Meeting minutes
- Mau Dan Co-op Policy.
- Other topics may be added, as decided by the committees and the Board.

Approved: September 27, 2006

