



Rotary Club of Granville

PO Box 296 • Granville Ohio 43023

Effective Date: November 8, 2007

CLUB WEBSITE EMAIL AND POSTING POLICY

The Granville Rotary Club will use its ClubRunner website as the primary method of communication with members and the Granville community. Timely and accurate management of the website is essential to effective administration of the club's business and is the responsibility of the Club's Webmaster. Members are encouraged to use the club website to communicate program information about projects and events. To assure website integrity, the Webmaster will administer the website in accordance with the following guidelines.

1. All club information including upcoming programs, duty roster, scheduled events and similar information will be maintained on a timely basis by the Webmaster based on input from Officers, Directors, Program Chairs and Project Chairs. Materials for posting on the website should be provided to the Webmaster in electronic format.
2. Officers and Directors may post announcements or other information on the club website by themselves. However in the event of a direct posting, the Webmaster will not be responsible for content or formatting.
3. In the event that a Rotary member asks the Webmaster to send out an email or to post a notice or an article, the Webmaster will first ask the member to obtain approval from a club Officer. The requested email or website posting will not take place until the person making the request obtains approval by a club officer and the Webmaster has been so notified in writing.

Adopted this 8th Day of November 2007 by majority vote of the Granville Rotary Board of Directors, and effective immediately.

Signed: Connie Hawk, Club Secretary