



*The goal of the Website Committee is to continue to work on website design that is user friendly and a positive reflection of club activities such as photos and video galleries. The website is a tool that members can use to become informed about the various club activities such as calendar, program line-ups, leaders, etc. It is important that information be uploaded in a timely manner.*

### **Website Committee Responsibilities**

- Represent Website Committee at SBLDC Board meetings
- SBLDC website design
- Add and delete categories
- Maintain SBLDC website
  - Update files on weekly basis (Managing, Organizing and Refreshing)
  - Maintain club-created videos
  - Maintain list of instructional videos
  - Maintain club Photo Gallery
  - Maintain FAQs
- Create and edit SBLDC Calendars (Program Leader and Google) as needed
- Upload Program Leader Calendar to website one month prior
- Upload Sunday and Wednesday Program Line-ups
- Upload Frequency of Wednesday & Sunday dances on monthly basis

### **2016 Website Committee Members:**

- Terri Gage – Chairman
- Carolee Lawrence
- Kathy Ames