Purpose of committee
As listed in SEC Bylaws: A committee of at least three (3), including the Public Relations Coordinator shall review and update the SEC web site on an ongoing basis. The committee shall also make recommendations for major web site revisions or improvements to the Council for review.

Annual and standing charges
-Develops and maintains the Staff Employees’ Council Web site.

Charges
- Maintain and update the website.
- Continue Education on Content Management System (CMS) for remaining members on Website Committee.
- Have new members receive training on CMS.
- Update monthly: “Next SEC meetings” link on website under SEC Events
- List of Committee members updated on regular basis to reflect changes in SEC membership.
- Update annually: “Past Officers” page at beginning of new term.
- SEC website calendar updated to reflect any changes on the SEC SharePoint calendar so both provide the same information.
- Update annually: “SEC Open House” page, including:
  - Current dates, time location
  - Flyer information
  - After completion of event, upload current pictures with links to Flickr account or similar.
- Update annually: “SEC Classified Recognition Reception” page, including:
  - Current dates, time, location
  - Flyer information
  - After completion of event, uploaded current pictures with links to Flickr account or similar.
- Update monthly: “Awards Page” to reflect new Classified Employee(s) of the month (EOM) and transferred previous EOM to “Former Monthly Awardees” page.
- Update “Forms” page as needed to reflect updates or deletion.
- Update other pages as needed.
- Meet with committee members as necessary.
- Maintain Facebook page with current posts.
- Flickr account maintenance specific to uploading pictures for: Open House, Reception, Special Events.

Other activities
- Budgets: currently no budget assigned to this committee.
- Pursued purchase of expansion of Flickr account to provide more space to maintain current photos of SEC events. Changes in Flickr provided additional space which made this purchase unnecessary.
- Train 2 new SEC Website committee members to maintain website when current member term ends.
- Maintain training with Integrated Marketing (IM) to keep informed of new features or software so maintenance of website is efficient and up to date.

**Timeline**

-Maintain pages on a monthly, annual, or as necessary basis to keep website up to date so that the most current information is available to Classified Employees.

**Recommendations**

- In order to keep the website information as current and up to date as possible, web committee chair should be informed immediately upon any changes to the following:
  - SharePoint
    - Calendar
    - SEC Membership/Representatives
    - SEC Committee Members List
    - Meeting Minutes (Monthly)
    - Bylaws (annually)
  - SEC Newsletter
  - Events
    - Calendar
    - Open House (date, time, location, flyer)
    - Annual Classified Recognition Reception (date, time, location, flyer)
  - Awards
    - Annual Distinguished Classified Employee
    - Wolf Cub of the Year Award
    - Classified Employee of the month (EOM)
  - Educational Assistance
    - Classified Staff Development Fund (CSDF)
    - Classified Staff Educational Leave Terms
    - Classified Staff Grants-In-Aid Benefits
    - Classified Staff Joan Metcalf Cope Award
  - Forms
    - Classified Grant-In-Aid
    - Classified EOM
    - CSDF
    - Distinguished Classified Employee of the Year Nomination
    - Wolf Cub of the Year nomination
    - Distinguished Classified Flyer
    - Educational Leave Application
Continue Facebook page

Investigate other forms of social media

Annual Report due February 2016