

Website Change Management Policy

Objective

This policy exists to clarify the authorities by which changes are made to the St Albans U3A Website.

Changes include changes to content on any page of the site, changes to structure of the site, the addition of features and functionality.

Policy

Each element of the Website and its pages is assigned an editing permission that is associated with a role. The ability to edit specific elements is then given to users by assigning them one or more roles. Editing permissions and roles are assigned by the Website Administrator(s) under the authority of the Executive Committee. Users are thus only able to make changes to those parts of the Website for which they have the necessary permission.

These shall normally include:

- Administrator / Webmaster all aspects of the Website
- Membership Secretary: the Join page
- Groups Coordinator: the Groups section and all Group pages
- Trips Committee: News items, the Events section and all Event pages
- Group Organisers: their Group page(s)

Permission may be withdrawn from a user and material posted by them may be removed at any time if, in the opinion of the Administrator, Webmaster or Executive Committee, permission has been abused in any way. Such abuse includes the posting or circulation of publicity for commercial or political ends and material that is inconsistent with the aims and objectives of the U3A or that may bring the U3A into disrepute.