

## YCTA – IT Committee

Per the By-Laws of the Yolo County Taxpayers Association's purpose as an organization is as follows: “*our purpose is to be a non-profit, non-political, and non-partisan organization that exists to inform its membership and the public about issues of importance to taxpayers and property owners.*”

It is the IT Committee's role to carefully assist the YCTA in carrying out this purpose using internet web pages, email and social media. **As a part of YCTA, all that the committee might produce is always understood to be the property of YCTA and under the overall authority and control of the YCTA's Board of Directors.**

### The general duties of the IT Committee are:

- 1). Select officers (chair, vice chair & secretary) if needed and *assign duties for ongoing activities.*
- 2). The committee should strive to *meet at least once a month and to keep in contact with one another* via email, phone calls and other electronic means as they need to. A committee member who cannot stay in contact (save for illness or vacation purposes etc.) should probably step down from being an active committee member. The IT Committee need hands on deck!
- 3). *Regularly deal with emails* either by directing them to the appropriate Directors and officers, or whenever possible, dealing with requests for information directly.
- 4). To *regularly upload fresh content to social media sites and keep the YCTA web site up to date* as much as possible and as often as possible. Upcoming events and meetings should be posted, pertinent community or county-wide events can be posted as well as education or though provoking material that will assist the YCTA in carrying out it's purpose.
- 5). *To give a report* of progress and overall activity at each Directors meeting.

### Necessary Protocols:

1. Only members of the IT Committee and officers of the Board of Directors should be allowed to alter websites (this does not mean adding content), social media pages, or email accounts. “Page Privileges” should be approved by the Directors beforehand and only altered with their permission.
2. The board of Directors has veto power over any specific content or activity of the IT Committee should any conflict arise.
3. To add content to the web site page or social media pages, members should electronically submit their material to the IT Committee (unless they already have editorial privileges). The IT Committee will add the content in a timely manner unless they feel there is something at cross purposes with the YCTA agenda. They would then submit that to the Directors for their input.
4. Content submitted by members or by those with editorial privileges need to be done in an orderly fashion so that they do not overlap or detract from other content (i.e. too many postings that day or only minutes after another post). In general, social media should only be updated 2-4 times a day (7 am, 11:30 am, 4 pm and 7 pm are ideal times according to research). Web site updates should also follow the same basic idea though most of the time 1 to 2 postings a day would be almost too much. This is subject to alteration as needs demand and as voters inclinations change.

Submitted to the Board of Directors on: 12/11/2014  
Action Taken by Board: Unanimous approval