MCA Web Administrator Policy

The following policy describes how the Meadowcrest website (www.meadowcrestvillages.org) is to be managed to be an effective communications tool between MCA, it residential POAs, and its residential users.

1. MCA and each of the five residential POAs have assigned web pages. These webpages are managed by assigned web administrators whose authority is granted by assigned Boards as follows:

A	B	C	D
Assigned Page #s[1]	**Assigned to:**	**Assigned Web Administrator(s):**	**Authority provided to the Assigned Web Administrators by:**
1	MCA	Sharon Ziemba, Isis Williams, Lori Goulett	MCA Board
2	MCA	Sharon Ziemba, Isis Williams, Lori Goulett	MCA Board
MCA Calendar MCA News & Updates	MCA Social Committee	Linda Bendel	MCA Board
3	Arbor Court	Nancy Sgro, Brian Carson	Arbor Court Board
4	Fairmont	Sandy Haley	Fairmont Board
5	Fox Hollow	Sharon Ziemba	Fox Hollow Board
6	Hillcrest	Ron Henderson, Loyal Schreiber, Amy Carter (Page Editor Only)	Hillcrest Board
7	Pinehurst	Robbie Anderson	Pinehurst Board
8	Useful Websites	Sharon Ziemba, Isis Williams, Lori Goulett	MCA Board
9	Contact Us	Sharon Ziemba, Scott Crowell, Isis Williams, Lori Goulett	MCA Board

2. Assigned Web Administrators have authority to perform specific functions as follows as it pertains to their assigned area of responsibility as defined in columns A & B above:

   a. Communications – send and view communications, including blast emails & blast text messages.
   b. Email Account – manage customer email accounts, including creating new accounts, resetting passwords, and deleting accounts.
   c. Members – Manage members/accounts, including reviewing new members, modifying privileges, and managing groups.
   d. Pages – Manage pages, including adding/deleting pages and editing the content on pages.

   One web administrator, Linda Bendel (MCA Social Committee), has limited authority to send blast emails and text messages regarding MCA Social Committee sponsored events and to update the MCA Calendar and MCA News & Updates regarding Social Committee events.

3. The entire Meadowcrest website is an amenity that is provided by MCA. It is the responsibility of all assigned Web Administrators to assure that information they post on the Meadowcrest website complies with the **MCA Sponsored Media Content Policy**, as published on the website on the web page titled MCA Forms & Policies. The Web Administrator has the authority to refuse to post any material that does not comply with this policy and to get assistance from the MCA Board and the MCA Property Manager to enforce the policy if needed.

4. Any assigned Web Administrator may request another assigned Web Administrator to fill in or carry out their assigned tasks when the need arises. However, no Web Administrator may assume the responsibilities of another Web Administrator without being provided permission by the assigned Web Administrator or by the corresponding Board President.

5. Deliberate violation of items 2, 3, or 4 above may result in the violator losing web administrator responsibilities.

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[1] Web Administrators can view this page numbering scheme in the "Pages" view when accessing the "Admin Portal" of the website.