



MAINE GOVERNMENT FINANCE OFFICERS ASSOCIATION

Executive Board Policy

SUBJECT:	WEBSITE POLICY
ADOPTED:	October 31, 2018
AMENDED DATE:	
REVIEW DATE:	

I. **PURPOSE**

The purpose of this policy is to provide guidelines for the use of the MEGFOA website. These guidelines are applicable to any association member who creates or contributes to web content.

II. **GENERAL GUIDELINES**

All website format, subject content, and access must be authorized by the MEGFOA Executive Board (the Board). The Board will designate one Member as the Web Site Liaison, who will be the primary contact for the web host (Maine Municipal Association) on the Board's behalf.

The primary goal of the MEGFOA website is to provide a professional resource to association members with information about training opportunities, events, networking with peers and other important issues. It also serves as a communication to non-members about local government finance, job opportunities, and membership with the MEGFOA.

III. **OVERSIGHT OF SITES**

MEGFOA has entered into an agreement with Maine Municipal Association (MMA) to provide web hosting services. This Policy, and the associated Listserv Rules, govern the use of the association's website. All Board members will be subscribers to the listserv and utilize the website. Each member has the responsibility of notifying the Web Site Liaison of any posting or listserv discussion that may seem questionable or may violate the Policy or Rules, so that proper action can be taken. This Policy also recognizes the Listserv Rule of Use, a separate document although considered a part of this Policy.

IV. **WEB CONTENT GUIDELINES**

Posted information and comments are subject to the following criteria:

- Posted information may not contain slanderous, libelous, malicious, offensive, threatening, profane or insulting content.
- Content will not promote, foster, or perpetuate discrimination of any kind.
- Advertising or promotional announcements other than for MEGFOA or its affiliated groups will not be permitted.
- Content will not include personally identifiable information, such as an address, phone number, social security number, or other sensitive information. Contact information will be limited to business email, phone, and/or address.
- Links to other websites or pages must be relevant to MEGFOA business.
- Content will not violate copyright, trademark or other intellectual property rights of any third party.

V. **ANNUAL REVIEW**

It is the intent of the MEGFOA Board of Directors to review this policy annually and update as necessary.