

**Web Site Administration Policies & Responsibilities of  
<http://mmaonline.org.uk>**

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# **Policy & Responsibilities**

## **1 PURPOSE**

This document delineates the policy and assigns responsibility related to establishing, operating and maintaining Web site(s) and other related services.

## **2 APPLICABILITY**

This policy applies to:

The Executive Council, members and to the contractors and consultants operate or maintain MMA Web sites. All MMA Web sites, both publicly and non-publicly accessible.

## **3 DEFINITIONS**

Terms used in this document are defined in part V.

## **4 POLICY**

It is the policy of MMA that:

4.1 Using the World Wide Web is strongly encouraged in that it provides the MMA with a powerful tool to convey information quickly and efficiently on a broad range of topics relating to its activities, objectives, policies and programs.

4.2 The considerable mission benefits gained by using the Web must be carefully balanced through the application of comprehensive risk management procedures against the potential risk to MMA interests, such as the safety and security of personnel or assets, or individual privacy created by having electronically aggregated MMA information more readily accessible to a worldwide audience.

4.3 Amendments and/or corrections to the Web site contents to be done only by the web master or a firm or a company or a body to whom the authority is given by a General Body meeting.

4.4 All the Executive Councillors must be notified Amendments and/or corrections to the Web site contents immediately via E-mail by the web master.

4.5 The Committee member(s) shall authorise/ forbid a change by sending details to all Executive Councillors.

4.6 General Body can appoint/dismiss the current web master/firm/company/body who is authorised for web site administration, in case of resignation or any other accepted reason.

4.7 General Body can appoint/dismiss the current web master/firm/company/body who is authorised for web site administration, in case of resignation or any other accepted reason.

4.8 Any technically (website) qualified member who is willing to do voluntary service to MMA can be considered as MMA Web Master.

4.9 When there is more than one candidate for the Web Master post, General Body can select one of them using a shuffle through method. The unsuccessful candidate(s) will have preference in the next Web Master selection process.

4.10 Web master will hold the Site Control login password. President and Secretary should hold the security questions and other details to obtain site control password from the hosting company, in case of emergency.

4.11 Web master and secretary will have access to MMA E-mail account (info@mmaonline.org.uk)

4.12 MMA E-mail account (info@mmaonline.org.uk) must be checked at least once in a week.

4.13 Register the Web site under the name and address of MMA unless MMA has no permanent mailing address.

4.14 Make Domain name and hosting related payments to the respective organisation unless it is not registered under the name of MMA.

4.15 Ensure all information placed on the Web site is appropriate for worldwide dissemination and does not place any content against the mission or the privacy of individuals at an unacceptable level of risk.

4.16 Ensure procedures are established for regular functional review of the Web site.

4.17 Ensure that reasonable efforts are made to verify the accuracy, consistency, appropriateness, and timeliness of all information placed on the Web site.

4.18 General Body Meeting must approve commercial sponsorship and advertising.

## **5 RESPONSIBILITIES**

### **5.1 The Web Master shall:**

5.1.1 Provide policy and procedural guidance with respect to establishing, operating and maintaining Web site.

5.1.2 Provide requirement specifications, accept release version outputs and coordinate with consultants, contractors if any.

5.1.3 Develop and maintain the web site, in coordination with the committee.

5.1.4 Publish MMA Instructions and Publications, as necessary, to guide, direct, or help the members.

5.1.5 Provide a mechanism for feedback reporting.

5.1.6 Take web site and site mail backups.

5.1.7 Ensure compliance with this policy.

**5.2 The President/ Secretary shall:**

5.2.1 Check MMA E-mail account at least once in a week.

5.2.2 Arrange to send copy of Newsletters, Program details and pictures to Web Master for updating the web site.

5.2.3 Follow up Amendments and/or corrections to the Web site contents.

**5.3 The Executive Councillors shall:**

5.3.1 Authorise/ forbid site content by sending details to all Executive Councillors & Web Master.

5.3.2 Conduct the Web Master selection process.

**5.4 The members shall:**

5.4.1 Forward comments, suggestions and recommendations for changes to: [info@mmaonline.org.uk](mailto:info@mmaonline.org.uk)

5.4.2 Forward change of address and contact details to: [info@mmaonline.org.uk](mailto:info@mmaonline.org.uk)

**6 EFFECTIVE DATE.**

This policy shall be effective immediately.

## **II Disclaimer**

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### **IV Definitions**

MMA – Manchester Malayalee Association

Executive Councillors – Refer Article 4, Section A of Constitution