



Washington Organic Recycling Council

## **Website Committee Charter**

### **Members:**

Kelsey Bailey, Chair  
Wendy Weiker  
Dan Corum

The WORC Website Committee will work to sustain current, compelling content. It will build a framework to perform an audit update content and fix broken links.

### **Objectives:**

- Build a web map of the WORC website, logging each page with its corresponding subs
- Conduct an audit per page, reviewing:
  - Content – remove old and add new
  - Links – fix broken links and add resources
  - Archive outdated information
  - Add relevant photos and other media where appropriate
  - Develop a corresponding timeline and assignments for review
  - Other objectives TBD

### **Meeting Schedule**

Quarterly (February, May, August, December)

**Term:** January 1 – December 31

### **Responsibilities:**

The committee chair will set up conference call meetings in advance via email with committee members. The chair will also send out an agenda with each meeting notice along with any pertinent agency or legislative documents for review. The meetings will be conducted virtually and will last one hour unless committee members agree that more time is necessary to discuss certain issues or review items.