

# Committee Charge:

## General Charge

1. Make general website updates and improvements, as needed or as directed by the LAUC President or Executive Board.
2. Review and update [LAUC Website Guidelines](#), as needed or as directed by the LAUC President or Executive Board.
3. Schedule and manage [Meet Our Members](#) posts.
4. Find and post news stories on the LAUC website.
5. Manage and administer the LAUC listserv(s), in conjunction with the LAUC President and Secretary.

## Specific Charges for 2023-24

1. Work with FivePaths to facilitate the software updates to the LAUC Website
  - a. Research redesign UX/UI accessibility updates
2. Research alternative products to FivePaths as a hosting solution for the LAUC Website
3. In coordination with the RPD Chair:
  - a. Update grant recipients table process -maybe with a Google form or something similar
4. Review Meet our Members process including questions
  - a. Establish website usage statistics
5. UC Slack
  - a. Determine if the usage to date would justify obtaining a paid account for LAUC
  - b. Gather information on the costs and upkeep needs of the Slack
6. Document Google Group used for emails to the members and the LAUC officers gmail addresses

## Summary of Action Items:

- Updated and maintained LAUC website including updating grants recipients table.
- Added news items to social media channels and graphics for LAUC website assembly calendar.
- Worked with FivePaths (website hosting) to discuss next steps in updating the website from Drupal 7 to Drupal 10 (latest version) and bringing it up to compliance with security and accessibility standards, as well as implementing analytics we can access.
- Presented FivePaths website update, migration and ongoing maintenance and cost proposal to LAUC President and executive board for review.
- Began identifying internal protocols that need documentation including the Meet Our Members process.
- Began discussion for transitioning from FivePaths to new CMS/web hosting service if funding for FivePath's website proposal is now approved.

- Onboarded Steph Layton (UCSC) as the News & Social Media Coordinator.

## **Communications Committee Roster, 2023-2024**

Reid Otsuji (UCSD), Co-Webmanager, Co-Chair

Abby Pennington (UCSD), Co-Webmanager, Co-Chair

Lia Friedman (UCSD), Co-News & Social Media Coordinator

Steph Layton (UCSC), Co-News and Social Media Coordinator

Marlayna Christensen (UCSD), Archives Coordinator