

Committees: Website Coordinator

What is the Website Coordinator?

This is a member-held position (1–2 coordinators) that reports to the Board of Directors. Because of the nature of the work, it is not a full committee.

When does it meet?

The Website Coordinator arranges and attends meetings as needed with committees and the board or board members.

What does the Website Coordinator do?

Maintains and develops the Co-op's website as a reliable communication and information resource. This includes information for the public, applicants, and members.

More specifically, the Website Coordinator is responsible for:

- updating content and internal hyperlinks (Member Manual, etc.) and maintaining Sunset Point's website: www.sunsetpointcoop.ca
- ensuring website content reflects current policies and decisions of the Co-op.
- managing the website structure and navigation to keep it clear and user-friendly.
- liaising with the Board regarding website improvements, budget needs, or technical support.
- monitoring website accessibility, performance, and security.

Responds to housing inquiries sent to info@sunsetpoint.ca with messaging from the Board or Membership Committee.

How does the Website Coordinator work?

The Website Coordinator works independently but in close communication with the Board as needed. The Coordinator ensures that the website continues to be accurate, functional, and reflective of the Co-op's activities and values.