

*New Hampshire Government Finance Officers' Association*  
*Website Advisory Committee*

---

**Section 1. Purpose**

The Web Advisory Committee, a sub-committee of the NHGFOA, duly established under Section 6 of its bylaws, exists to assist the Executive Committee in developing and maintaining a web site to inform the NHGFOA membership of matters of significance to NHGFOA and its members.

**Section 2. Committee Selection, Size, and Length of Terms**

The Web Advisory Committee shall be comprised of a minimum of 3 members, one of which shall be an active member of the Executive Committee and at least 2 additional at-large members.

Members shall be appointed by the Executive Committee for terms of one year.

**Section 3. Duties**

The Web Advisory Committee shall be responsible for the following:

- *Oversee Website Maintenance Agreement*
  - a. Chairperson is principal point of contact for independent contractors charged with web hosting and web maintenance
  - b. Committee makes recommendations to Executive Committee regarding changes and revisions to web service contracts
- *Executive Committee Resource for Web Policies and Procedures*
  - a. Content and Advertising questions and issues that may arise will be vetted by the Web Advisory Committee with recommendations forwarded to the Executive Committee for adoption of any formal policies and procedures
- *Quality Control Review*
  - a. Appropriateness of material and design will be routinely reviewed and discussed by the Website Advisory Committee to be certain content is relevant and timely
  - b. Recommendations for new content and enhanced design and functionality will be presented to the Executive Committee

**Section 4. Meetings**

The Web Advisory Committee shall hold meetings at such time and place as determined by the Chairman of the committee.

In accordance with Section 6.5 of the of the NHGFOA by-laws, the Chairperson shall make a report of the activities of the committee to the Executive Committee at least annually.