

## **WEB SITE DESIGN**

**GOAL:** To promote greater involvement in sustainable solutions by making an interactive web site that operates as an information server for visitors and as a virtual office for the Sustainability Council with varying levels of access for its members in accordance with their standing.

### **LEVELS**

#### **1) PUBLIC**

This would allow the public to view any information that we all agree on posting. It could include: Vision, Mission, Definitions, Guiding principles, How we operate, Forms of membership, Our structure, Past and current projects, Press releases, Volunteer projects, Contract positions, Hyper links to other sustainability efforts, Donation page, Etc.

#### **2) MEMBERS AND RESEARCHERS**

News letter, Interactive exchanges on topics, Survey participation, Survey results posting, Posting of works in progress (to illicit involvement), Voting on general issues for Ventura residents only, Would possess read rights only.

#### **3) BOARD MEMBERS**

Minutes of meetings, Accounting information, Backgrounder, Basic tenants, Membership roster, By laws, Read/Edit privileges, Along with access to such tools as:

- Document management; Draft document circulation, Routing lists, Version control (to keep tabs on who is changing what), Notify "if" changes.
- Communications; Notes, Post messages into threaded discussions, Hold online chats and meetings in real time. Post voice mail messages, video and audio clips.
- Project Management; Assign tasks, schedule meetings, Set milestones. Access from anywhere where there is Internet access because the virtual office resides on a secure server on the Internet.

#### **4) EXECUTIVE COMMITTEE**

Key numbers, Passwords, Choice gossip, Read/Write privileges, Clearinghouse for material to be posted.

#### **5) WEBMASTER**

All rights and privileges, Posts updates, Adds/Deletes members.