

Life Jacket Association

Committee Charter

Website Development Committee

Committee Type

Administrative Committee of the Association.

Purpose

The purpose of the Website Development Committee is to assist the Board of Directors in the fulfillment of the Association's mission and to work collaboratively with staff to develop and maintain the organization's website ensuring that it is up-to-date, user-friendly, and meets the needs of LJA's members and stakeholders.

Scope of Work

The Website Development Committee is responsible for the following:

- Collaborating with staff to identify the development and maintenance needs of the LJA website.
- Ensuring that the website is up-to-date and user-friendly.
- Ensuring that the website meets the needs of LJA members and stakeholders.
- Ensuring that the website is accessible to all members and the public.
- Developing recommended policies and procedures related to the website to be approved by the board.

Composition

The committee shall consist of no fewer than three members and no more than five members.

Leadership Structure

- The President of the Association shall appoint all committee chairpersons not later than the first meeting of the board following the conference at which elections are conducted (Bylaw IV. Section 3.)
- The chair is responsible for convening meetings, setting agendas, facilitating discussion, and ensuring effective communication between the committee and the full board. The chair also leads the annual evaluation of committee effectiveness and is responsible for delivering updates and reports to the board.

Membership

- Committee memberships shall be approved by the board.

- The committees shall be comprised of Association members eligible for committee membership under the terms of Bylaw II, Section 1 (Bylaw IV. Section 3).
- Diversity of experience and perspective in committee composition should be taken into consideration to support effective governance and innovation.

Decision-Making Process

Decisions of the committee shall be made by a simple majority vote of the voting members present at a meeting.

A quorum, defined as a majority of committee voting members, must be present to conduct official business. Regular attendance and active participation are expected of all committee members.

Reporting Requirements

The committee shall report to the Board of Directors quarterly and as otherwise requested by the Board Chair.

Meeting Frequency

The committee shall meet at least once every quarter. Additional meetings may be called by the Chair as necessary.

Additional Information

This charter is intended to complement the Association's overarching policy on committees of the Association. In the event of any inconsistency or conflict between this document and the Association's policy on committees of the Association, the latter shall take precedence with the ultimate authority being the Association Bylaws.

Review and Amendments

This charter shall be reviewed annually by the committee with recommended changes submitted to the Board of Directors for approval. Amendments require a majority vote of the board.

Adoption

This charter was approved and adopted by the Board of Directors on 10/28/25.