

Website Procedure

8/12/11

Title: **Website updating and applicable content**

This procedure sets guidelines for updating the Sault Tribe website, www.saulttribe.com and for the type of content that is acceptable to post on the site. There are no exceptions to this procedure unless authorized by the Chief Financial Officer.

This procedure applies to all Sault Tribe divisions

I. PURPOSE

The purpose of the Sault Tribe website is to:

1. Provide consistent and accurate information about the Sault Tribe to its members; the general public; and media.
2. Enhance communication with Sault Tribe members by improving accessibility, accuracy and timeliness of information and forms.

II. CHANGES

1. Only Authorized personnel may update the site (Attachment "A")
2. Super users can update the website at any time. Designated users can also update at any time but it must be approved by a Super user before it can be posted to the website.
3. Departmental users will follow the process of updating pages they have access to.
4. An automatic notification will be sent to the Sault Tribe Copy Editor for approval.
5. The Copy Editor will review for grammar, brand consistency etc.
6. Once approved the Copy Editor will post to the website.
7. Any unauthorized personnel making changes to the web site shall be disciplined.

III. CONFORMITY

1. The website shall adhere to the Sault Tribe website guidelines and style book.

IV. LINKING

1. The website may maintain web links with other sites and may link specific pages on those sites as needed.
2. The links must be applicable to the program/division it is linked to.
3. The website may link to officially sponsored websites.
4. Links not associated with tribal divisions, departments, programs, or memberships will not be maintained on the website.

V. EMAIL

1. To promote openness and expedience in communications with membership, each website area may have an email address within the internet page.

VI. PUBLIC CONTENT AND FEATURES

Public content and features of the website will be limited to the following, provided their implementation does not violate any of the other website policies:

1. General information of each division, the Tribe, and associated links.
2. Web links as mentioned above in section IV.
3. Contact information.
4. Events Calendar.
5. Forms and documents needed for members and / or media.
6. No confidential documents shall be posted.
7. No Sault Tribe reports or legal briefings shall be posted.
8. Media information including but not limited to press releases, press kits, and contact information.
9. Tribal board meeting minutes, resolutions, voting matrix.

VII. PRIVATE CONTENT AND FEATURES

The following content and features may be made available in a private, members only section, of the website that will be accessible by Sault Tribe members only, and not the general public.

1. Non confidential Sault Tribe reports.
2. Sault Tribe notifications.

Approved By

Date

Attachment "A"

Authorized Super user:

Communications Administration Secretary (Able to update all areas)

Sheri Lucas – contact slucas@saulttribe.net

MIS Director (Able to update all areas)

Jay Eggert – contact jeggert@saulttribe.net

Copy Editor (Able to update all areas)

Jennifer Dale-Burton – contact jdburton@saulttribe.net

Kewadin Casinos Public Relations Director (Able to update all areas)

Michelle Bouschor – contact at mbouschor@saulttribe.net

Authorized Department users:

<u>Department</u>	<u>Contact</u>
Planning & Development	Cheri Goetz
MidJim	Jamie MacDonald
Northern Hospitality	Jeff Behling, Rhonda Black
Sawyer Village / DeMawating	Brenda Jeffrey
ACFS	Juanita Bye, Teri Romano
Recreation	Jess Dumback, Tammy Graham
Enrollment	Julie Yacuone, Melissa Morehouse
Education	Angeline Bouley, Brandy MacArthur
Housing	Joni Talentino, Sheila Berger
Court	Jocelyn Fabry, Traci Swan
Cultural	Elaine Clement, Jackie Minton
Elder Services	Sheryl Hammock
Insurance	Holly Haapala
Health	Tony Abramson, Joel Lumsden, Jackie McLean
Law Enforcement	Bob Marchand
Natural Resources	Eric Clark
Natural Resources	Tom Gorenflo
HR	Jen Mitchell
Environmental	Kathie Brosemer