RPPTL Committee Web Page Management Guidelines (July 2017)

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The RPPTL Section's Website is intended as a resource for our members, and to provide information to new and existing members desiring to get involved with Section activities. With the beginning of the new RPPTL year beginning with the July Executive Council/Committee meetings at The Breakers, Palm Beach, various committees have new Chairs, Vice Chairs and Website Liaisons. The purpose of this article is to familiarize new and existing Section members in these leadership positions with available technology resources for managing their committee web pages.

Designation of Website Liaison/Website Management/Editing Authority.

Each RPPTL committee Chair maintains primary edit authority over the committee web page. Not later than the July Executive Council meeting, Chairs should designate one Vice Chair (or other member of the committee) to act as the website liaison for the committee with edit authority for the committee's web pages (this person may also be the e-mail listserve administrator for the committee). *Two members of the committee* may be assigned this edit authority which can be granted by a member of the Information Technology Committee or by the Section's Webmaster. [While it is now possible to have additional members of a committee granted edit authority over a committee's pages, it is advisable to keep the number limited so a committee Chair does not lose control of who is editing their committee page]. Committee website liaisons are responsible for:

- Updating committee web pages with simple textual edits and adding files such as WORD and PDF documents,
- Sending more advance edits or update requests to the Section's Webmaster,
- Providing e-mail listserve assistance and management (if so assigned), and
- Acting as contact person for the Information Technology Committee.

Committee Web Page Editing.

Editing authority is shown on web pages by the edit and delete icons. The **edit** icon is denoted by a pencil symbol; the **delete** icon is denoted by an "X". We recommend the following actions be undertaken on a periodic basis:

- Review and update Committee Mission Statement/Descriptions at least annually
- Update Committee Directory at least quarterly
- Review web page organization, tabs and postings for clarity and ease of use
- Timely post Committee Agenda, Minutes and other important documents (see below)
- Develop and use helpful links as needed

Most committee home pages contain a mission statement and various tabs on the right side of the home page. We encourage every committee to keep information fresh and logically organized. Are you able to find meeting minutes, agenda and schedules quickly and efficiently? The standard tabs are as follows: the Home tab, the Agenda tab, the Minutes tab, and the Directory tab. Many committees add additional tabs for use in publishing committee related documents, helpful links related to the committees work, and relevant legislation or white pages. Each committee is free to add or combine tabs as needed to make the web page most useful without becoming overly cluttered. Home page mission statements are not editable by a committee chair or the website liaison. If you need to edit your mission statement, e-mail the Webmaster with the edits.

When posting outside links to committee webpages, please do not use the "hyperlinks" feature of WORD. Rather, type the link in text as follows: "(link: http://_____)"

Powerpoint presentations must be posted in .PDF format (Non-.PDF formats will not post to the Meeting App).

Visit the Information Technology Web Page for additional resources about the editing process.

The RPPTL Section Meeting App and Ongoing Committee Postings

The RPPTL Section now provides a dedicated meeting App which can be downloaded for mobile device users in the most common device platforms. Members can download the RPPTL Section App on their mobile devices for use at each Executive Council meeting. The meeting App provides the most current information about committee meetings and schedules of events, in addition to allowing real-time social media interaction and updates. All Committees should post upcoming meeting Agendas, prior meeting Minutes, and any ancillary materials to the committee web pages by no later than the Friday before the upcoming Executive Council meeting. This is essential in order to have your materials uploaded to the RPPTL Meeting App for the upcoming meeting. ***This upload to the Meeting App occurs over the weekend before the upcoming meeting*.** Failure to post your material by the prior Friday risks having your materials not available on the Meeting App for your committee meeting. In order to be uploaded by the Meeting App, your agenda, prior meeting minutes and materials should be a single upload in *.pdf format* [If the document is in WORD or another format, the materials will not be ported over to the Meeting App.]

Directories and Member Information

Committees are solely responsible to maintain and update committee Directories. All committees should review and update their Directories prior to the start of each new RPPTL year, and on a regular basis. We also encourage you to review your Directory periodically as needed.

Members may update or change personal information through the RPPTL Website's, "My Profile" page. Individual photos may be included in this manner for each member's profile.

Sponsors

Committees are encouraged to list their sponsors on the home page.

Social Media

The RPPTL Section maintains active Facebook (www.facebok.com/FLRPPTL) and Twitter accounts.

Information Technology Committee Assistance

The Information Technology Committee promotes the use of Information Technology (IT) capabilities within RPPTL to support section and committee activities and to continually improve communication between members, prospective members, and other users of RPPTL Section information. Accordingly, the committee oversees and maintains the section website http://rpptl.org , listserves, other tools such as GoToMeeting and GoToWebinar and various Social Media such as Twitter and Facebook.

The Information Technology Committee has assigned Vice-Chairs to each of the General Standing, Real Property, and the Probate & Trust Divisions to assist committees with any problems encountered in managing a committee page. The current Vice-Chairs for the Divisions are as follows:

Chair:	Neil Shoter – nshoter@shutts.com
Real Property Committees:	Erin Christy - - EChristy@williamsparker.com
Probate Committees:	Travis Hayes - -thayes@gfpac.com
General Standing Committees:	Jesse B. Friedman - - Jessebfriedman@gmail.com

Section Webmaster: webmaster@rpptl.org

Prior to upcoming meetings, the Vice-Chairs assigned to each division conducts a review of their assigned committee pages and submits a report of the condition of committee web pages to the Division Directors. Committee pages are reviewed for current content and the removal of outdated information. You may receive an e-mail or call from a member of the Information Technology Committee with suggestions for making your committee page more complete or up to date.

Tutorials and Assistance

The Information Technology Committee home page and a drop down box under the "Committees" tab on the top of the RPPTL Website contains several tutorials that may assist you in editing and working with your committee page.

The Technology Committee/Section recently hired Tracy Eller (tceller@gmail.com) as a consultant to assist with website management, social media and content assistance. Tracey has worked with the Business Law Section Website and various other local bankruptcy bar websites. Tracey may be able to offer suggestions in making edits to your committee page tabs or content presentation.