

**Charter of the Web Guidance Committee (WGC)**  
A Sun City Palm Desert Community Association Operating Committee

Revised/Restated as of September 2, 2025  
Authorized by Board Resolution dated June 20, 2006

**A. Charter**

This Charter (“Charter”) governs the operations of the Web Guidance Committee (WGC) (the “Committee”), an Operating Committee established by the Board of Directors (the “Board”) of Sun City Palm Desert Community Association (the “Association”). At least annually the Board, the General Manager, the Operations Director, and/or the Committee shall review this Charter and recommend any proposed changes to the Board for approval.

**B. Committee Authority**

The Committee’s primary authority is to make recommendations to the General Manager, and/or the Operations Director. The Committee is not authorized to take action independent of the General Manager, the Operations Director, or the Board unless such action is specifically assigned herein or by subsequent Board action. All operating issues are the sole responsibility of the General Manager.

**C. Purpose and Objectives of the Committee**

1. The Web Guidance Committee (WGC) provides strategic oversight, policy direction, and performance management for the SCPD Club website, ensuring it aligns with HOA goals, legal obligations, and user needs.
2. The Committee is appointed by the Board to:
  - a. Provide education and training on website techniques for those responsible for entering and maintaining information on the website.
  - b. Provide feedback to the Association from the Web Editors on an ad-hoc basis.
  - c. Interface with Information Technology staff
  - d. Establish content, design, and accessibility standards.
  - e. Ensure resources are allocated appropriately for SCPD Clubs technical support and development.

**D. Members and Qualifications**

1. The Committee will consist of a chairperson and up to four (4) additional members appointed by the Board. A Committee member must be a resident homeowner of the Association, having a minimum of 25% interest in their

home. In addition, the Committee has the authority to appoint a working group.

2. Staff may serve as nonvoting members of the Committee.
3. The Committee may call upon non-voting volunteer advisors to provide aid or expertise on a specific task, issue or subject.
4. Committee members are appointed for a period of two (2) years.
5. Any Committee member may resign at any time. The Board may remove Committee members at any time with or without notice and with or without cause. The Board may appoint another person to fill any vacancy so created.
6. Committee members retiring or resigning are encouraged to identify one or two qualified replacement volunteers to submit Committee Interest Forms.


#### **E. Meetings and Notices**

1. The Committee shall meet according to a schedule established by the General Manager and/or the Operations Director.
2. The Chair shall give all Committee members at least four (4) calendar days' notice of the time and place of all meetings. Such notices may be delivered in person, by US mail, by telephone (including voice mail or answering machine) or by electronic means and shall include the subject matter of the meeting.
3. All Committee meetings are generally open meetings. Residents are permitted to observe the proceedings and actions of all open Committee meetings but are not permitted to join in any discussion without the express permission of the Chair. Closed meetings require advance authorization by the Board except if noted below.
4. The Committee shall meet monthly during the season with the Clubs' Web Editor to discuss (but not limited to):
  - a) Implementation plans for new website platforms.
  - b) Content, design, and accessibility standards.
  - c) Gather input from the web editors and report to the HOA.
  - d) Placing "how to use WordPress" on the Web Guidance Committee's website.
  - e) Committee Chair will coordinate separate monthly meetings with IT and/or Website Coordinator to provide support for the web editors.
  - f) Ad hoc meetings as required for major projects or incidents.


#### **F. Committee Responsibility**

1. The Committee shall be responsible to maintain minutes and attendance records for all meetings and to deliver the draft minutes to the Operations Director within seven (7) days of the meeting.

2. The Committee will provide administrative and/or general support and, upon request from the General Manager, and/or Operations Director perform comparison studies and evaluate new opportunities.
3. No Committee member is permitted or allowed to direct any employee of the Association regarding their duties without the prior permission of the General Manager. For purposes of this Charter, "employee" shall include employees of any organization that is providing services to the Association.
4. The Committee Chair shall provide training and technical support to the Web Editors in order to maintain the website design structure established by the Association. The Web Editors comprise the authorized representatives of the districts, clubs and resident groups who are responsible for entering and maintaining information on the website for their respective organizations.
5. The Committee will interface with the Website & Marketing Coordinator in obtaining resolution of any procedural and/or technical website issues encountered by the Web Editors.
6. The Committee may use volunteer residents to assist the Committee as needed.
7. The Chair will write and submit the article for the News & Views for publication.

Committee Chair 

Date: 2/11/26

SCPDCA Board   
(Secretary)

Date: 2/11/26