



WEBSITE GOVERNANCE GUIDE

Probus South Africa - WEBSITE

1. Purpose of the Guide

This guide defines the governance framework for the Probus South Africa website. It ensures that the website is managed responsibly, reflects organisational values, and provides accurate, secure, and accessible information to members and the public.

2. Governance Objectives

- Deliver timely and reliable information.
 - Uphold the mission and values of Probus South Africa.
 - Ensure compliance with privacy, legal, and ethical standards.
 - Promote inclusivity and accessibility for all users.
 - Safeguard the integrity and security of digital content.
 - Support member engagement and organisational growth.
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3. Roles and Responsibilities

3.1 Website Governance Committee

- Provides strategic oversight of the website.
- Approves major updates, redesigns, and new features.
- Reviews compliance with organisational policies.
- Ensures alignment with Probus South Africa's mission.

3.2 Website Administrator

- Manages daily operations of the website.
- Publishes approved content and updates.
- Oversees technical functionality, hosting, and backups.
- Implements security measures and monitors performance.
- Provides training and support to contributors.

3.3 Content Contributors

- Draft and submit articles, announcements, and resources.
 - Ensure accuracy, professionalism, and relevance.
 - Follow submission and approval procedures.
 - Respect copyright and intellectual property laws.
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4. Content Management

- **Approval Process:** All content must be reviewed and approved before publication.
 - **Content Standards:** Information must be clear, professional, inclusive, and aligned with organisational values.
 - **Updates:** Content should be reviewed regularly to maintain accuracy.
 - **Archiving:** Outdated material should be archived but remain accessible for historical reference.
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5. Design and Accessibility

- Maintain consistent branding and visual identity.
 - Ensure mobile-friendly and responsive design.
 - Comply with recognized accessibility standards.
 - Provide clear navigation and user-friendly layouts.
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6. Security and Privacy

- Use secure hosting and implement regular backups.
 - Protect member and visitor data in compliance with privacy laws.
 - Restrict administrative access to Authorised personnel only.
 - Monitor for threats and vulnerabilities.
 - Establish protocols for incident response.
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7. Compliance and Legal Considerations

- Adhere to copyright and intellectual property regulations.
 - Respect privacy and data protection requirements.
 - Ensure transparency in published information.
 - Avoid defamatory, discriminatory, or misleading content.
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8. Review and Continuous Improvement

- Conduct annual reviews of website governance policies.
 - Gather feedback from members and stakeholders.
 - Implement improvements to enhance usability and engagement.
 - Monitor emerging technologies and adapt accordingly.
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9. Approval and Endorsement

This Website Governance Guide has been approved by the Probus South Africa Website Committee on .../.../....

Chairperson / President

Secretary

Registrar: