



BCWLA
Broward County Women
Lawyers' Association

BROWARD COUNTY WOMEN LAWYERS' ASSOCIATION 2018-2019

WEBSITE COMMITTEE

OBJECTIVES, GOALS, AND ACTION ITEMS

Objectives:

- Act as liaison with website vendor to monitor and maintain the BCWLA website.
- Create all online registration pages for BCWLA events.

Initial Action Items:

- Collect updated biographies and headshots of Board Members;
- Add Advisory Board section and collect biographies and headshots of Advisory Board members;
- Coordinate with Sponsorship Committee to upload sponsor logos to website.
- Obtain President's Message from new President;
- Ensure the above changes are made to website before the Installation and makes sure the vendor changes email addresses for receipt of inquiries through the "Contact Us" and "Membership Questions" sections of the website;

- Contact website vendor to identify all services/platforms (godaddy, wordpress, etc) that we use to make sure the website is running properly and create a spreadsheet with contact information, renewal deadlines, and renewal dates for each.

Ongoing/Monthly Action Items:

- Obtain event flyers from appropriate committee and create registration page for upcoming events.
- Act as liaison with website vendor to address any issues that arise throughout the year.