



Project Charter: Website Management

Judge Foundry's Website Management Project is tasked with maintaining and updating the Judge Foundry website, www.judgefoundry.org.

The Website Management Project uses the common project structure.

The project will be led by the Website Manager.

The duties of the Website Manager are:

- Maintain and update all website content, ensuring accuracy and timeliness (e.g., election results, board meeting notes, announcements).
- Manage the opening and closing of the Judge Foundry store page, coordinating with the Products Project.
- Ensure website design, structure, and navigation are consistent, user-friendly, and reflect Judge Foundry's mission and brand.
- Implement updates and improvements to site functionality (e.g., new sections, forms, or integrations).
- Provide timelines and progress updates on significant site changes or improvements.
- Collaborate with other Judge Foundry projects that require website support (e.g., publishing articles, event announcements, judge resources).
- Archive outdated content and maintain a clear version history of website updates.
- Ensure legal and policy compliance for website content and features (e.g., privacy policy, cookie notices, GDPR/Canadian equivalent).
- Recommend future website improvements to the board of directors based on user needs, technical trends, and organizational priorities.