



Purpose

To provide an accurate and useful online presence for outlining the goals and components of LEAD and for advertising LEAD events; to provide a repository for documents and information useful to participants and team members to access LEAD resources, agendas, meeting minutes and shared information as appropriate.

Applicability

LEAD coordinator, LEAD curriculum planning team, LEAD executive committee, LEAD participants, speakers, and the general public.

Instructions

1. LEAD website Administrators

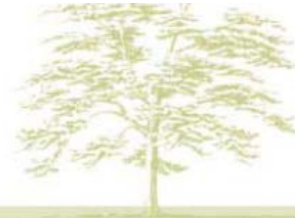
- The LEAD coordinator has administrative rights to the LEAD website in order to create new pages and update information.
 - The website name is www.strongercommunity.net.
 - The website is established in WordPress.
 - There are WordPress tutorials available for setting up pages.
 - The City of St. Charles Information Systems department has overall administrative access to the LEAD website.
 - The information systems department at the City of St. Charles currently pays the only two website fees:
 - Annual renewal of domain mapping of strongercommunity.net to free WordPress site (\$13).
 - Domain Name renewal for strongercommunity.net and strongercommunity.org to GoDaddy (\$196.70 in 2018 for five years. Next renewal date is 2023.)

2. Website Updates

- All pages are updated for setting up and closing out speaker, LEAD 'N LEARN and book club events, changes in program focus, changes in contact information for the coordinator, curriculum or executive teams.
 - As soon as the LEAD events are set up in Eventbrite, the Eventbrite registration links are added to the appropriate book club, speaker event, or LEAD 'N LEARN pages on the website.
 - When team members are added or leave the LEAD planning or executive teams, the website contact page is updated.
 - The curriculum planning team and executive committee pages are password protected.
 - Meeting agendas, minutes, budget updates, speaker information and other documents for which the teams might need access are uploaded to the website so that links may be added to email communication.
 - Some speakers provide handouts that can be uploaded prior to or after the events.

Appendix A Tabs on the LEAD Website

www.strongercommunity.net



DEVELOPING LEADERS THROUGH COLLABORATIVE LEARNING TO BUILD A STRONGER COMMUNITY

[ABOUT](#) / [GOALS AND COMPONENTS](#) / [SPEAKERS](#) / [BOOK CLUB](#) / [NEWSLETTERS](#) / [CONTACTS](#)

- **LEAD 'N LEARN**
- LEAD Processes & Procedures
- About
- Goals and Components
- Leadership Book Club
- Speaker Event Schedule
- Newsletters
- Participant Resources & Handouts
- Contacts
- Curriculum Planning Team Resources
- Executive Committee Resources

Appendix A

Ordering LEADership Books through City of St. Charles Inventory Control

Appendix B

Sample of “Food for Thought” LEADership Book Club Discussion Questions

Appendix C
Email for First Time Participants

Appendix D