
Karuk Community Health Clinic

64109 Hillside Road
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe



Administrative Office

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016
Happy Camp, CA 96039

Karuk Dental Clinic

64100 Hillside Road
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-1650
Fax: (530) 493-5364

Karuk Tribe

Website Management Policy

**Approved by Council on
9/18/2025**



Karuk Tribe Website Management Policy

SECTION I. Purpose

The purpose of this policy is to establish standards for the management, oversight, and maintenance of the Karuk Tribe website. The website is an official communications platform of the Tribe and all content must support the Tribal mission statement and comply with Tribal policies.

SECTION II. General Standards

All content published on the Karuk Tribe website shall reflect accuracy, timeliness, and relevance. The Public Information Office (PIO) shall serve as the primary overseer of the website and is responsible for ensuring quality control, access management, and compliance with this policy.

SECTION III. Department Responsibilities

Each Department Director shall conduct a quarterly audit of their department's webpages, based on the calendar year. During the audit, Directors must confirm with the PIO that content is correct and up to date. Directors are also required to evaluate whether any functions or updates are needed to support the Tribal mission. If content becomes outdated or incorrect, it is the responsibility of the relevant Director to ensure it is corrected in a timely manner by coordinating with the PIO. Requests for the addition, removal, or modification of content must be submitted to the PIO.

SECTION IV. Access and Training

Department Directors may request authorization for themselves and one additional designee, for a maximum of two individuals per department with access to edit or upload content. If a program or branch within a department manages a high volume of events, program-specific access may be granted. Authorization shall only be granted following one-on-one training with the PIO. The PIO has full discretion to determine access and may revoke authorization if standards are not met. Any revocation of access must be documented in a written report to the Tribal Council. Departments are not required to request access, and unless access is formally approved, the PIO remains the sole content manager.

SECTION V. Event Posting and Promotion

To strengthen organizational visibility, all Tribal events shall first be posted on the website before being shared to social media platforms. Standardized flyer design templates shall be made available through Canva, with at least twenty options provided for use. Individuals who design their own flyers must comply with the Tribal Promotional Materials Guidelines before posting.



SECTION VI. Oversight and Reporting

The PIO shall ensure quarterly audits are completed, provide training for Directors and designees, and maintain organizational compliance with this policy. The PIO shall prepare and submit a six-month statistical report to the Tribal Council summarizing website traffic, usage, and functional performance. In addition, the PIO shall serve as the primary manager of announcements, Tribal highlights, advocacy content, events, newsletters, photo galleries, and overall site design. The PIO shall post no fewer than one Tribal Highlight each month and one press release each month.

SECTION VII. Roles and Responsibilities

The Information Technology Department shall maintain the website's domain registration, associated email services, and group email functionality for contact management. The Executive Secretary shall maintain Tribal Council webpages and their respective sections. The Human Resources Department shall manage employment pages, including all job postings. The Director of Compliance shall maintain and monitor the Requests for Proposals and contracting section. The Enrollment Office shall upload and maintain election notices and news in a timely manner.

SECTION VIII. Compliance

The PIO is responsible for enforcing organizational compliance with this policy and for maintaining a current list of all employees with authorized access. Any issues of noncompliance shall be documented by the PIO and reported to the Tribal Council for corrective action. This policy ensures that the Karuk Tribe website remains accurate, professional, and consistent with the Tribe's mission and values.

