

UPCRA  
POLICY/PROCEDURE

COMMITTEE/CHAIR: Website committee

SUBJECT: Role and Responsibilities

PURPOSE: To define the role/responsibilities of the Website Chair and to help in the transition of the incoming website chair.

POLICY: The Website chair shall be appointed by the Nominating Committee.  
Length of Term: Two (2) years, with a limit of two consecutive terms. (Bylaws Section 5.10) The committee to serve with the chair shall be a member at large, the president and president-elect.

PROCEDURE:

1. Make all changes to the membership listing, updating with yearly renewals and as needed throughout the year, as directed by the membership chair.
2. Relay changes to Sherri Stekl, an independent webmaster, whom UPCRA has contracted with. Sherri will make changes as requested and will bill UPCRA monthly for her time. All change requests are sent through website chair to the webmaster. There is also a fee for maintaining our domain name through Santel Communications.
3. Communicate with the UPCRA Board of Directors and review the website quarterly to monitor needed website updates or changes. Contact the webmaster to make the changes in a timely fashion.
4. Assure that all current UPCRA Cardiac and Pulmonary Rehab programs are correctly listed on the website.
5. Collect quarterly updates from the president and committee chairs to be submitted to the webmaster in lieu of the newsletter: March, June, September, and December.
6. Remind recipient(s) of grant and/or scholarship of deadline to submit article on educational event he/she attended.
7. If an UPCRA member submits an article for possible publication, the website chair shall seek approval of the whole website committee.