



**Policy #8**

**Subject:** Website and Chapter Communications  
**Effective Date:** July, 2011

**Approved by:** APIC SNJ Board of Directors

**Revision Date:**

**POLICY:**

- 1 To provide resources to support the educational and training needs of members.
- 2 To provide information on meetings, events, job opportunities, and committee activities.
- 3 To provide Chapter 11 members with access to bylaws, policies, Board members, and other essential information.

**PURPOSE**

To outline the procedure for posting items on the APIC SNJ website and mass emails.

**PROCEDURE:**

**1. Guidelines for Web Page Submissions**

Submission	Standing	Special	Requires Approval	Review Process	Submitted By	Disposition of Document
Job Opportunities		X	Yes	President	APIC Member, Vendor	APIC SNJ member- no charge for 30 days; outside vendors/companies- \$300.00 for 30 days each job opportunity
APIC Policies	X		No		Web Liaison	Replace with update
Bylaws	X				Web Liaison	Replace with update
Educational Opportunity		X	Yes	President/Web Liaison	APIC member/ sponsor	Delete after date of event or if annual keep "save the date"
Internet Resource Link		X	Yes	Web Liaison	APIC SNJ member	Replace with update
Meeting Minutes	X		No	President	Web Liaison	Archive after three years
Membership Roster (once approved by membership)		X	Yes	Web Liaison and President	Web Liaison	Replace with update
Meeting Agendas	X		No		Web Liaison	Replace with update
Power Point Presentation		X	Yes	Web Liaison	President	Delete one year after date of submission

## Policy/Procedure Policy # 8

- a. Documents for inclusion on website will be given/sent to web liaison ready for posting.
  - 1). Documents may be submitted as Microsoft Word or Excel documents. The web liaison will attempt to convert documents to Adobe pdf files as appropriate before posting. (This includes items, documents and brochures.)
  - 2). Preferred font and size: "Ariel," 12 point size for straight text and 9 point size in header and/or footer.
  - 3). Margins: set at least 1 inch on right, left, top, and bottom.
  - 4). Header: Set header and footer to 0.6. Pagination problems can occur if set smaller.
  - 5). Formatting: Auto-formatting is preferred since it will convert to Adobe more easily. Document should be sent as "clean" as possible (i.e., no manual formatting).
  
- b. Links to other websites will be given/sent to the web liaison ready for posting.
  - 1). Specific web addresses and language desired for links will be provided/sent to web liaison. EXAMPLE: a link to national APIC would be submitted as [www.apic.org](http://www.apic.org) with a language example of "National APIC" or "Click here for [www.apic.org](http://www.apic.org) (National site). "
  - 2). Specific language desired for links to documents will be provided with the document. EXAMPLE: a link to a NICE brochure would say "Click here for NICE brochure" or "NICE Brochure."
  
- c. Specific requests for language changes or additions to web pages will be given/sent to the web liaison.
  - 1). Request will specify why change is desired/needed, where in the document the change needs to be made and the correct information to be placed in the document/web page.
  
- d. Links on the website will be tested at least quarterly by the Web Liaison to ensure they still direct users to the correct website/webpage.

### 2. Guidelines for mass emails:

- a. All mass emails to Chapter members will originate from the President or President-elect.
- b. Chapter members may not distribute any email addresses or member information to vendors or education providers without approval from the President or President-elect.
- c. Networking questions should be brought to a regularly scheduled meeting for discussion. In extreme circumstances, the President may send out questions for discussion.

## ATTACHMENTS & RELATED FORMS