



Policy and Procedures

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| Policy Title: WEBSITE CONTENT AND MANAGEMENT | Policy Number 06 |
| APPROVED: President Desiree Thomas | Date: 06/30/2017 |
| Origination Date: June 30, 2017 | Effective Date: June 30, 2017 |
| Date Revised: original | |
| Last Reviewed: | |
| Review Date: June 2019 | |

I. PURPOSE:

To guide the Trauma Managers Association of California (TMAC) Board of Directors (BOD) in maintaining the organization's website in a professional manner, and to accurately reflect programs, services and interests of TMAC.

II. POLICY / GUIDELINE:

- A. The responsibility for approval and appropriateness of general content and sections of the TMAC website lies with the TMAC BOD and the executive assistant.
- B. The website will include a disclaimer that TMAC is not responsible for posted content that is not specifically sponsored or constructed by TMAC.

III. PROCEDURE:

- A. The TMAC BOD will review the TMAC website on an annual basis.
- B. The TMAC website will be hosted as per the agreement between the TMAC BOD and the website management company.
- C. Interest Group / Committee Pages
 - 1. Page(s) will be evaluated by the executive assistant at least monthly to evaluate both content and the integrity of the links.
 - 2. Changes to the main page(s) will be done as requested to accommodate new attachments / samples of documents, etc.



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D. Additional Sections

1. The website may contain other sections which reflect programs and services of TMAC and the involvement of TMAC in activities such as collaborative events and legislative activities.

E. Secure Pages

1. Sections of the website may be deemed “secure,” such as the “Members Only” section.
2. The executive assistant will maintain a record of member login information for the “Members Only” section.