

COUNCIL POLICIES

CACC
Policy Manual

Policy Number: 1.3
Subject: Website

Purpose:
Define the business agreement with the webmaster.

Scope:

Policy:
Website address: www.cacc.net

Web Administration

Design includes:

1. Home Page
 - a. All Chapters listed with links to available chapter web pages
 - i. Chapter web pages are those designed and hosted by the individual chapter. The chapters are: Inland Empire, Los Angeles, San Francisco Bay, Sierra
 - ii. Chapters without hosted web pages have available to them one page (without charge) with any information desired. The information must be sent to the Web Administrator in a Word document or in HTML format. Any additional pages or design may be arranged with the administrator. There will be a charge.
 - b. In the News: Current infection control news items
 - c. Flash items – educational offerings
 - d. Overview of the organization including goals & objectives, education, marketing
2. Additional Links
 - a. The organization
 - b. Board Meeting announcements
 - c. Education – Advance & Foundations programs
 - d. Calendar – Calendar for chapter meetings and other organizations
 - e. Legislative & Policy Updates and action items
 - f. Links
3. Other information to be on the website
 - a. E-mail to the Web-Administrator
 - b. Web feedback form
 - c. Legal disclaimer

Job Postings

1. APIC members & their facilities or companies will not be charged.
2. NO recruiter postings.

Website Articles, Submissions and Postings

1. Must be submitted to the Webmaster in WORD document form
2. Submissions are welcome from any California APIC Member
3. Posting will be at the discretion of the Webmaster and Executive Committee.

Website Proposal and Budget

Revised:
Reviewed :11/08
Originated: 8/05

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1. The webmaster shall provide a proposal and budget for the following year at the second CACC meeting for member consideration. This should outline services provided and anticipated budget.
2. Competitive bids may be solicited by the Executive Committee if desired.

Website Reports

1. A report on activity and highlights is to be provided by the webmaster at the second CACC meeting.
2. Reports at other CACC meetings as needed.

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