

# ISEA

## Document Number: C 1.2 Administrative Privileges to the Web Site

### Revision Status: 1<sup>st</sup> Revision

#### 1.0 Scope

This policy defines who has administrative privileges to the web site and specifies their responsibilities.

#### 2.0 Responsibilities

- 2.1 The Board of Directors (“Board”) has oversight responsibility for this policy.
- 2.2 The Board also has the responsibility to implement the policy.

#### 3.0 Specifications

- 3.1 The following ISEA positions, and only the following positions, have administrative privileges to the web site:
  - 3.1.1 Chair of the Web/Communications Committee
  - 3.1.2 Webmaster
  - 3.1.3 Chair
  - 3.1.4 Chair-Elect
  - 3.1.5 Secretary
  - 3.1.6 Treasurer
  - 3.1.7 Chair of Marketing Committee
  - 3.1.8 Chair of the Membership Committee
  - 3.1.9 Others approved by the Board
- 3.2 The Chair of the Web/Communications Committee and the Webmaster:
  - 3.2.1 are responsible for maintaining the web site and to keep it in good order,
  - 3.2.2 work closely with the Body of Knowledge Committee to post materials in a timely and effective manner, and
  - 3.2.3 ensure the implementation of Board policies for the web site and communications.
- 3.3 The Treasurer:
  - 3.3.1 ensures that the web site adequately handles financial transactions, especially for credit cards, and
  - 3.3.2 ensures that organizational member financial transactions are captured and monitored through the Society’s financial record system.
- 3.4 The Membership Chair tracks members as they join and leave the Society, especially organizational members.
- 3.5 The Chair, Chair-Elect, and Secretary should have access to membership information and to monitor the web site performance as necessary.

## **Revision History**

<b>Date</b>	<b>Reason</b>
11/17/2018	New policy.
8/17/2020	Granted privileges to Chair of Marketing Committee