

ISEA

Document Number: C 1.2 Administrative Privileges to the Web Site

Revision Status: Initial

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 the Membership Committee

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

Date	Reason
11/17/2018	New policy.