

Section Website Minimum Requirements

Background: The Section Websites are regularly used by the members of all of the Sections. However, there is a wide variety of items posted on the individual section Websites. The Executive Council has approved the following format or framework for the Sections to follow for their websites. This format or framework should allow flexibility for the Sections to customize and individualize their sites.

The items listed in the recommendation are not meant to limit Sections as to what can be included. They represent minimum requirements.

Recommendation: All Section Websites must contain the following items:

- Section Description
- Section Mission
- Section Vision
- Annual Goals
- Leadership List
- Committee List and Membership
- Upcoming programming specific to section
- List of Focus Groups that have named section as their primary section and “hot links” to the websites of these affiliated focus groups
- By-Laws**
- Minutes of Meetings
- Designated “Web Contact” (member of section Executive committee responsible for keeping information current)
- Date of last update to site

**Consistent nomenclature for the By-Laws document should be used. Sections currently use a variety of terminologies for their By-Laws, including “procedural guide” and “standard operating procedures.”