**Indiana Cancer Registrars Association**

**Policy and Procedure**

**Committee:**  WEBSITE

**Written by:** Mindy Burch, CTR

**Revised by:**  Amy Logan, CTR (2010)

 Cassie Nobbe, CTR (2011, 2012, 2017)

**Date of Initial Approval:**September 2008

**Revision Dates:** 10/2010, 10/2011, 4/2012, 11/2017

**Reviewed Dates:** 11/2017

**Chair Appointed By:** President

**Term of Committee:**  One (1) year term

**Composition:**  Committee Chair (Webmaster)

**Required Reports:** Progress report for each Board of Directors meeting including special projects and expense report; budget; *The Indiana Abstract* newsletter article(s); annual report to the members.

**POLICIES:**

Purpose, Composition, and Duties

1. The website is a standing committee of the Indiana Cancer Registrars Association (ICRA).
2. The purpose of the committee is to monitor and maintain a meaningful website: [www.icra-indiana.net](http://www.icra-indiana.net).
3. The committee is composed of a chair (Webmaster) who appointed by the President. All committee members must have email and internet access.
4. The duties of the committee include but are not limited to the following:
	1. Review daily the email of ICRA ([www.icra\_indiana@yahoo.com](http://www.icra_indiana@yahoo.com)) and respond to or forward message to the appropriate board member.
	2. Review website and update content as needed.
	3. Post current sponsoring partners logos and ads as applicable.
	4. Post ICRA newsletter (Indiana Abstract).
	5. Update membership directory as needed in the e-mail account and on the website.
	6. Post annual report.
	7. Post bylaws & code of ethics.
	8. Post Board of Directors’ policy & procedures as reviewed and revised.
	9. Send broadcast email messages with Presidents approval to the membership.
	10. Renew the domain name, webhosting fee, and maintenance fee annually and submit invoices to the Treasurer.
5. Committee chair is responsible for ensuring all duties of the committee are completed.
6. The committee chair shall review the policy and procedures for the committee and recommend changes as necessary.

**GENERAL PROCEDURES:**

1. Report to the President and the Board of Directors the progress of the website.
2. Receive the President’s approval when any website activity could affect the budget of ICRA.
3. Prepare an annual budget for the Website to present to the President during the first Board of Directors meeting.
4. Review the content of the ICRA web site:
	1. Update the following as applicable during one of the monthly update submissions
		1. Calendar of Events/Continuing Education Opportunities
		2. Membership Directory (Contact the Membership Committee Chair for an updated list)
		3. ICRA Board of Directors Listing (Contact the Secretary for the updated list)
		4. ICRA Annual Report (Add after the annual Fall Conference)
		5. ICRA Bylaws & Code of Ethics (Contact Bylaws Committee Chair)
		6. Officers – Committee – Liaison Policy & Procedures (Contact the Secretary for any updates to all policies and procedures)
5. With the assistance from the Membership chair, maintain a correspondence listing that includes the email address for all current ICRA members. The correspondence email addresses will populate all broadcast messages through the ICRA’s email (icra\_indiana@yahoo.com). With the President’s approval, disseminate all broadcast messages to the membership.
6. Late January or early February contact the President and request the Password for the upcoming membership drive.
	1. Contact website vendor mid-February and request the new ID/Password activated on the first day of March as well as continue with the old ID/Password and request in May that website vendor deactivate the old ID/Password on May 31 of each year.
	2. Passwords will need to consist of one capital letter, one number, and one special character.
7. Prepare a report to the Board of Directors for all board meetings. Summarize committee activity since the prior board report. Include any requests for board action in the form of a motion.
8. Attend all board of directors meetings.
9. Twice a year submit report of activities to the public relations chair for publication in the *Indiana Abstract* newsletter.
10. Prepare the website committee annual report and submit to the President before the Fall Conference.
11. Before the last board meeting review and revise the policy procedures and request approval from the board for the revisions.
12. Use the ICRA tax ID number to avoid sales taxes on all purchases for ICRA.

**E-MAIL ACCOUNT**

* 1. Login to ICRA’s e-mail account ([www.yahoo.com](http://www.yahoo.com))
		1. Click on Mail.
		2. Yahoo ID: icra\_indiana
		3. Password: \*\*\*\*\*\*\*
	2. Check the Inbox for any new messages.
		1. Respond or forward the correspondence as needed,
	3. Check the Spam folder for any important messages.
		1. Respond or forward the correspondence as needed.

**WEBSITE HOSTING/MAINTENANCE**

1. ICRA’s Vendor for webhosting and maintenance is Website Maintenance Wire by Vessio, LLC.
	1. Website: <https://websitemaintenancewire.com/>
	2. E-mail address: help@websitemaintenancewire.com
	3. Phone number: 1.866.383.6734
	4. Contact: Mike Danna: mike@vessio.com
2. An annual hosting fee is paid during the first quarter of each year by the Treasurer via ICRA’s debit card.
3. A monthly maintenance fee is paid by the Treasurer via ICRA’s debit card.
4. Updates are submitted using ICRA’s email address (icra\_indiana@yahoo.com) to Mike Danna.

**WEBSITE DOMAIN**

1. ICRA’s website domain ([www.icra\_indiana.net](http://www.icra_indiana.net)) is managed by Aabaco Small Business.
2. An annual fee is due in the fall for the domain name. This is paid by the Website Committee Chair and submitted to the Treasurer for reimbursement.