

INTERNET

Revised June 2009

I. OBJECTIVES AND RESPONSIBILITIES

The Internet Committee is responsible for the ARMA Houston web site.

II. ORGANIZATION

A manager appointed by the Vice President of Communications will head the Internet Committee. The committee manager reports directly to the vice president.

III. GUIDELINES

- Meet with the former manager to obtain records and discuss duties and responsibilities.
- Appoint additional committee members as necessary.
- Prepare the objectives, goals and budget for the year.
- Manage the functions of the committee.
- Submit status reports and recommendations to the vice president for reporting to the Board of Directors.
- Read and become familiar with the Constitution and Bylaws.

IV. PROCEDURES

If the committee manager is not also functioning as Webmaster, recruit Webmaster. When new material is added to the web site, the Webmaster will:

- Check the content in various browsers
- Change the date revised
- Add navigation links to new material, if needed

Recruit core committee members, usually 6 people or less. They will:

- Develop yearly goals
- Approve revisions to design standards
- Approve new links
- Approve design changes

Determine who will upload new material to the web site, usually 3 people or less from the core committee members. They will:

- Check format of content
- Check links in content
- Upload content to web site using FTP
- Change the password on the web site and give the new password to these volunteers.

Recruit additional volunteers to provide content from every committee in ARMA Houston, both standing and ad hoc. These volunteers will:

- Gather content
- Convert content to HTML
- Send HTML files to designated upload person
- Recruit a volunteer to provide information on the ALHEF. ARMA Houston provides web services to this organization.
- Designate who will upload content for each additional volunteer.
- Train volunteers as needed in how to create HTML documents.
- Distribute design standards approved by the core committee members to all volunteers.

V. FINANCIAL

All funds received from an ARMA Houston Chapter-sponsored event or project should be turned in to the ARMA Houston Chapter Treasurer for handling. Under no circumstances are ARMA Houston Chapter VP's, Committee Managers, or Committee Members authorized to split, disburse, or retain monies for expenses incurred out of the funds collected from an ARMA Houston Chapter-sponsored event or project. The ARMA Houston Chapter Treasurer, upon the presentation of a completed check request form and receipt, should pay all expenses from an ARMA Houston Chapter-sponsored event or project.

VI. ATTACHMENTS

None.