



Interagency Committee of State Employed Women (ICSEW) Procedure

Procedure: 320.1

Procedure Name: Website Social Media Procedure

PROCEDURE

The Committee chair and vice chair shall act as the administrators of the ICSEW website and social media channels.

- The information secretary shall assist subcommittee chairs in editing, updating and publishing content including training to subcommittee chairs on the use of website and social media.
- The information secretary shall maintain the Committee calendar of events.

The subcommittee chairs shall maintain their corresponding subcommittee website page. Subcommittees shall regularly provide relevant subcommittee information to the Information Secretary for assistance with publication to website and social media channels.

- The Communication subcommittee shall gather, edit and publish articles in accordance with the Communication subcommittee policy to the ICSEW website.
- The ICSEW website shall be maintained with up-to-date information and events.
- The ICSEW website shall include (not in order):
 - ICSEW general membership roster.
 - Committee Bylaws.
 - ICSEW policies and procedures.
 - Subcommittee pages.
 - Event information.
 - Relevant articles
 - ICSEW general membership meeting agendas and minutes.
 - ICSEW Executive Order.
 - Information on becoming an ICSEW member and alternate.
- Website and social media content shall include updates on current events and in alignment with ICSEW mission and vision.
- Website content published in the posts will be categorized and tagged to corresponding pages of the website. Additional tags and sharing will be done through social media posts.
- All links shall be verified for validity and open in a new webpage prior to posting.
- All content shall be grammatically correct and free of spelling errors.
 - If errors are detected, the information secretary may choose to make minor modifications ensuring the intent of the information remains unchanged.

RELEVANT LAWS/RESOURCES

Revised Date: 11/01/2016

Board Approved:

Committee Approved:

Procedure #: 320.1

Page 1 | 1