



Interagency Committee of State Employed Women (ICSEW) Procedure

Procedure: 350.1

Procedure Name: Information Secretary Procedures

PROCEDURE

SharePoint:

- Assist in organization of past and current information.
- Upload new information.
- Provide technical assistance to Committee members.

Website and Social Media Posts:

- To promote awareness of ICSEW, create, and post updates to social media and Committee website.
- Social media is ideally updated with new content no less than one time weekly.
- Provide information to subcommittee chairs on how they can update subcommittee pages on Committee website.
- Maintain the Committee calendar of events.
- Post meeting minutes and other relevant documents to website.

Proclamations:

- Working with appropriate ICSEW members draft and submit proclamations to the Governor's office for signature in conjunction with events, news and promotions.
- Post proclamations to website and social media and file a copy in Committee's SharePoint account.

Editing:

- Review committee correspondence including general membership meeting minutes.
- Receive first draft minutes from executive secretary upon completion.
- Return edits to the executive secretary who will then distribute to the executive board.

RELEVANT LAWS/RESOURCES

Policy 320 ICSEW Website Development

Revised Date: 11/07/2016

Board Approved

Committee Approved:

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