Purpose Scope Objective:
The purpose of this document is to provide guidance on the role and responsibilities of the position of Web Chair for current and future Chapter Executive Committee members.

Roles and Responsibilities:
The Web Chair will be responsible for keeping the website up to date with current information reflecting current and past operations of the Chapter.

Procedures:
The website for the Bakersfield Chapter of ASSE is http://bakersfield.asse.org/. The Chapter Web Chair does not apply any changes to the website, but forwards requests for updates to the Society Webmaster at ChapterWebUpdates@asse.org.

Periodic Review: The Web Chair is expected to review, or enlist help to review, the content of the chapter website on a regular basis. Obsolete and expired content should be removed. New and current information should be posted.

Requests for updates: Chapter members can send requests for updates to the Chapter Web Chair at jessicab@nusil.com or socialmedia@bakersfield.asse.org. Typical updates include, but are not limited to:

- Upcoming Events (Monthly Meetings, Annual Symposium, etc.)
- Chapter News
- Chapter Officer information (photos, names, and titles)
- Monthly Newsletters
- Member Updates
- Speaker Presentations

Current Job Openings: Monitored and organized by Membership Chair and sent directly to Society Webmaster.

WISE page updates: Monitored and organized by WISE Chair and sent directly to Society Webmaster.

Email Instructions:
- REDACTED
Resources:
Executive Committee
Society Staff
Chapter Website Contact:  Mark Huelskamp
Web Designer and Developer, ASSE
(847)-768-3445

Continuous Improvement:
This document will be updated annually by the Web Chair and submitted to the Long Range Planning Chair at the annual Executive Committee transition meeting.