**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 ASSP is [http://bakersfield.ASSP.org/](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@ASSP.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 socialmedia@bakersfield.ASSP.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, ASSP

(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.