

POLICY/PROCEDURE NUMBER: **C – 3.2**

DATE: July 11, 2011	SUBJECT: Management Board Website
ISSUE: Website	
REVIEWED: March 2023	PAGES: 1 of 1

1. Policy:

1.1 The official website of CHES shall have a Management Board to support and advise the Web Developer.

2. Procedure:

2.1 The communication committee shall establish a Management Board consisting of: a representative of the Communications Committee, a representative chosen by and from CHES' National Office and a staff member from the web developer chosen by CHES to maintain and operate its website.

2.2 The members of the Management Board shall be obligated to provide constructive criticism and advice on the various approved changes to the website. They will be responsible to prioritize the changes and develop the schedule of implementation for those changes. The Management Board shall work within the strategic goals set by the National Board and assigned to the Communications Committee.

2.3 The Management Board will be required to develop and update a work plan on the required changes and present the work plan at each Communication Committee meeting for feedback.

2.4 The Management Board shall provide an annual report on the status of improvements undertaken to the Communication Committee, which upon approval shall be forwarded to the National Board for their comment and direction.

2.5 The Management Board shall meet after each Communication Committee to adjust the work plan as required and prior to the next Communication Committee to ensure the latest update to the work plan is ready to present. Other meetings will be called as needed.

Approved by: _____
 President

Date: _____