



THE NEBRASKA SOCIETY FOR RESPIRATORY CARE

A Chartered Affiliate of the American Association for Respiratory Care

Policy Statement

Section: Publications and Website

Subject: NSRC Web Site Update Guidelines

Effective Date:

1) The NSCR Webmaster will update the Web site twice a month, on the 1st and 15th day of the month.

2) Requests for updates may be submitted to the Webmaster by 1) the Publications Committee chairperson or 2) the President. Members and board members should send their requests for updates to the Publications Committee chairperson.

3) Update requests should be e-mailed to the NSRC Webmaster. They can be sent at any time. The Webmaster will accumulate all requests for updates and execute them on the next scheduled update.

4) Information for the updates may be sent in the body text of the e-mail or in an attachment. It is preferred that attachments be sent in Microsoft Word, Excel or PDF formats.

5) If time-sensitive information, such as dates and times for an upcoming event, is included in the attachment, that information should also be restated in the text of the e-mail. This will allow the Webmaster to immediately determine if the update needs to be completed before the next regularly scheduled update.

6) If a health emergency is declared, the Web site will be updated as needed. This state of emergency will be determined by the board president, the Publications Committee chairperson, and other health officials as needed.

7) During a health emergency, requests for updates should still be sent to the Publications Committee chairperson or President, who will send them to the Webmaster for posting. This will ensure that only authorized information and updates will be posted to the Web site.

Reviewed: Feb 18, 2011
NSRC Board

Board Approval _____