

DEPARTMENT WEBMASTER'S INSTRUCTIONS

Reviewed 2024

Section I – GENERAL INFORMATION

1. You shall be in charge of posting information which may include events, announcements and well-being information of the AMVET family; which you receive from the Local and Districts Auxiliaries, members, the Department President, Department Officers, Chairmen and/or Executive Secretary.
2. Bulletins from the Department Officers are due by the 15th of each month according to the schedule set for them.
3. Minutes of all SEC meetings the Department Convention shall be submitted by the Executive Secretary for inclusion to the website.
4. National Convention minutes/report is to be submitted by the Department Head Delegate for inclusion to the website.
5. NEC minutes/reports shall be submitted by the NEC Woman for inclusion to the website.
6. Information and bulletins should be edited for typos. If you are not sure of some of the information sent to you, you shall contact the appropriate person for clarification and make appropriate edits/corrections before posting the item.
7. You shall review the website at least once a month and delete events, announcements and any other information which is outdated.
8. When the revised Department Bylaws and/or Standing Rules are sent to you to be posted, you will move the previous documents to the Archives page. They are NOT to be deleted in case there would be a need to refer back to them in the future.
9. Annually solicit feedback from members for ideas and input on the website's strengths and challenges in support of the Local as well as Department Auxiliaries.