



Procedures for IC Website Publishing

- A. All council and board approved content, documents, forms or correspondence, are to be sent (emailed) to the IC Webmaster, with a courtesy copy to the International Council President. (i.e. Approved bylaw documents, award forms, etc.—any item listed below on the IC Website Schedule).
- B. All non-approved items (all other items not listed below) are to be sent to the IC President. PLEASE INDICATE “NON-APPROVED DOCUMENT” IN THE SUBJECT LINE OF EMAIL MESSAGE.
- C. The IC President will review the content of document and approve or disapprove posting to the website.
- D. All approved documents will be forwarded to the IC Website Coordinator who will proofread, format, and make any necessary changes to the document and forward it to IC Webmaster with a courtesy notification copy back to the originator. THE EMAIL MESSAGE SHOULD INDICATE “APPROVED DOCUMENT” IN THE SUBJECT LINE.
- E. The IC Webmaster will publish the item on the IC Website.
- F. Website updates will occur at least once a month on the fifteenth day. Please plan accordingly.
- G. All documents should be in revised text format (.rtf) and sent as an attachment to the email message. All pictures should be in jpeg format.
- H. Minor editing to text and format may be necessary for clarity. If any major edits are made to the document, it will be forwarded back to the originator for approval.

2007-2008 IC Website Schedule

Content Description	Individual Responsible for Content	Date Due to Webmaster Team
The following are the recommended (and approved) items for publication. While deletions and additions are at the discretion of the party responsible and IC President, please notify the Webmaster and Web Coordinator of these changes.	* May require cooperation of previous year officer	
Welcome page content (message, logo)	IC President	Aug 1
Welcome page message updates (Monthly)	IC President	Beginning Sept 1
Rosters for IC General Board and State Presidents and updated rosters as necessary	Corresponding Secretary	Aug 1
Post IC Convention <ul style="list-style-type: none"> ➤ Workshop Handouts ➤ End of Year Financial Statement ➤ Meeting Minutes ➤ Convention Reports (excluding Easter Seals and St. Jude Reports) ➤ Approved Bylaws ➤ New or updated Forms 	Workshop Coordinator Treasurer Recording Secretary Administrative Assistant Parliamentarian Education, Philanthropic Chair, Youth Award and Diana Chair, Assoc of Arts	Aug 1 Aug 1 Aug 1 Aug 1 Aug 1 Aug 1
Easter Seal <ul style="list-style-type: none"> ➤ Post IC Convention reports, handouts, event summary ➤ Easter Seal Coordinator message 	Easter Seal Coordinator	Aug 1 Aug 1

<ul style="list-style-type: none"> ➤ Program information and forms (ie. Cartridges for Kids) ➤ Upcoming IC Convention Event information and form 	National Easter Seal Coordinator	As Available
<p>St. Jude</p> <ul style="list-style-type: none"> ➤ Post IC Convention reports, handouts, event summary ➤ Circle of Life Coordinator message ➤ Program information and forms ➤ Upcoming IC Convention Event information and form 	Senior Circle of Life	Aug 1 Aug 1 As Available Apr 1
<p>Newsletters</p> <ul style="list-style-type: none"> ➤ IC Newsletter (Monthly) 	News Bulletin Chair	Beginning Sept 1
<p>Current Year IC Convention</p> <ul style="list-style-type: none"> ➤ Logo, registration form, hotel information ➤ IC Convention Chair message ➤ Promotions (i.e. airline, hotel, etc) ➤ Tour information, registration forms ➤ Workshop information, registration forms ➤ Tentative agenda ➤ Proposed bylaw changes 	Second Vice President Second Vice President Second Vice President Second Vice President Workshop Coordinator IC President Parliamentarian	September September January April May February Apr
<p>Other</p> <ul style="list-style-type: none"> ➤ Chaplain report 	Chaplain	As Available

CURRENT EMAIL ADDRESSES:

IC PRESIDENT

Rhea Weaver

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IC WEBMASTER

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IC WEB COORDINATOR

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