



7.04 Website Content and Maintenance

Approved: 2018-03-08

Latest Revision Date: yyyy-mm-dd

Review required: 2022

Intent

To describe the purpose, content and maintenance of the SBOA website.

Policy and Procedures

SBOA owns a website to inform members and the public about association activities. The website usually includes information about:

- Board of Directors
- Bylaws, Policies
- SBOA History, Past Conference Locations, Past Presidents
- Membership Applications
- List of Members (see [3.03 Membership Register and Lists](#)), Honorary Members
- News, Updates
- Newsletters
- Job Opportunities
- Education and Continuing Professional Development
- Conferences
- SBOA Course Calendar, Other Training Opportunities,
- Archived Training and Presentations
- Certification, SBOA and ACBOA, Exam Content Outline
- Government Legislation, Licensing, Publications
- Links
- Contact Information

The Website Editor (see [7.01 Communications Committee](#)) serves as content manager, and consults the President or Vice President regarding inclusion of unusual content. Hosting, design, maintenance and backup is done by an independent contractor (see [9.07 Contractor Services](#)).

To ensure that the website is correct, current and working well, regular website checks are completed by the Website Editor and a list required changes sent to the contractor. Common issues that should be checked include:

- Are pages and forms loading properly?
- Are there broken links and 404 errors?
- Is the content current and accurate?
- Are the latest newsletter, conference, and course information posted?

- Do the names of Directors and Executive Officers and their contact information need updating?

The website must have an obvious email address, so that someone can leave comments and questions about problems encountered or information missing from the site (i.e., webmaster). Submissions to this address receive automatic acknowledgements and will be addressed in a timely manner. Other types of requests are handled in accordance with [9.05 Handling Incoming Information and Requests](#).

Application

SBOA Website Editor, Communications Committee Chair and members.