WEBSITE COMMITTEE

GENERAL INFORMATION


Committee Structure: Chair, appointed by Board of Directors; Members, appointed by Chair

Term of Office: Two years

Reports: As outlined in standing rules
POLICIES

Purpose, Composition, and Duties
The purpose of the NCRA Website Committee is to routinely monitor NCRA’s website, www.ncra-usa.org, investigate and recommend new sources of content for the cancer registry profession.

The committee is composed of a chair appointed by the Board of Directors and at least four members appointed by the committee chair. All members must have access to email, internet, and be experienced web users.

The duties of the committee are to research innovative website features, monitor the content and function of NCRA’s website, and recommend website improvements.

The committee chair is responsible for ensuring all duties of the committee are carried out.

The committee chair shall review the policies and procedures for the committee and recommend changes as necessary.

PROCEDURES

Review the content of NCRA’s website monthly:
1. Assign committee roles for the ongoing review of information on the website to ensure that content is current, correct and relevant.

2. Review website content periodically (no less than quarterly) to ensure that it reflects the evolving needs of the NCRA members and the information presented is up-to-date.

3. Submit via email to the NCRA Executive Office minor content changes or broken links to be fixed.

4. Develop methods (i.e. surveys) to assess the utilization and usefulness of the website to members and the public. Recommend such changes when appropriate. Submit suggestions for major changes in content and/or website structure to both the NCRA Executive Office and to the Website Committee’s Board Liaison, and also include the suggestions in the next report to the Board of Directors.

5. Liaise with the Social Media Committee to assure continuity.

The committee chair shall prepare a report to the Board for all Board meetings:
1. Summarize committee activity since the prior board report.

2. Include any requests for action in the form of a motion. Examples include suggesting any major website changes or requesting clarification or change to any policy.
3. The Board report should be emailed to the designated contact at NCRA’s Executive Office and also to the committee’s Board liaison by the specified due date.

The committee chair shall prepare an article for The Connection as specified in the published schedule, or as needed to provide updates to the membership:

1. Article content may vary. The purpose of the article is to inform members of website activity and changes. If the committee has been active in any special project, this should also be reported to the membership.

2. The article should be emailed to the designated contact at NCRA’s Executive Office, to the editor of The Connection, and also to the committee’s Board liaison by the specified due date.