

Northeast Region Construction Specifications Institute

Website Committee

The following material has been extracted from the current Region Administrative References (RAR) and provides information specifically for the Region Website Committee. This material is intended to assist the Region Committee Chair to better understand the role and responsibilities of this committee within the overall operation of the Northeast Region.

From Part 4 of the RAR (Region Policy)

WEBSITE COMMITTEE (Formerly Electronic Communications Committee)

1. Membership
 - (a). Chair and Co-chair appointed by President
 - (b). Members of the committee are the Webmasters or Electronic Communications Committee Chairs of each chapter.
2. Purpose and responsibilities.
 - (a). Maintain the Region Website
 - (b). Assist Chapters in maintaining Chapter information on Region website
 - (c). Develop programs to improve chapter websites and other electronic communications methods.
 - (d). Other duties as defined by the Board.

From Part 7 of the RAR (Region Committee Guidelines)

WEBSITE COMMITTEE (Formerly Electronic Communications Committee)

A. INTRODUCTION

1. The Institute does not have a Standing Website Committee and there is no programmatic relationship between the Region Website Committee and any Institute Standing Committee.

B. PURPOSE OF THIS GUIDE

1. The purpose of the Region Website Committee Guide is to assist the Region Website Committee in managing the Region's website and assisting the chapters in the Region. This program consists of:
 - a). Work to achieve the goals and objectives established for the Region Website Committee by the Region Board within the budget provided by the Region.
 - b). Maintaining the Region website.
 - c). Communicating with Chapter Electronic Communication Chairs about items of common interest.

- d). Serving as a “Clearing-house” for ideas and activities that may improve the Region’s and Chapters’ websites.

C. SPECIFIC REGION WEBSITE COMMITTEE ACTIVITIES

1. Have the primary responsibility for adding new information, deleting obsolete information and updating existing information on the Region’s website.
2. Advise other Region leaders on procedures necessary for revising or updating portions of the Region’s website that are their responsibility.
3. Assist members and chapters by providing information on methods to access the Region website and information that is available on the Region website.
4. Periodically review these “Guidelines” and recommend appropriate additions, deletions, or revisions to the Region Secretary

D. DUTIES OF THE COMMITTEE CHAIR

1. Coordinate the Committee’s activities.
2. Assist the Executive Committee with review of existing website host and development partner, and in developing RFPs (Request for Proposals) for new web services.
3. Provide a written report of Committee activities to each Region Board Meeting and at other times if requested by Region President or Region Secretary.
4. Submit a “Year-end Report” to Region President and Vice President summarizing Region Website Committee activities for the year.
5. Request Region Budget allocation if funding is required to perform Committee’s assigned duties.

E. DUTIES OF COMMITTEE MEMBERS

1. Assist in the development and implementation of appropriate programs to accomplish activities listed in “Specific Website Committee Activities” shown above.

F. REFERENCES

1. CSI Administrative References
 - a). Electronic Communications Guide – Chapter/Region Websites
2. Northeast Region Administrative References
 - a). Part 4, Section 12