

Illinois Association for Floodplain and Stormwater Management
Web Site Policy
Adopted
July 11, 2007

IAFSM Matters

Web Site

The site itself shall be composed of information pertinent to the Association and its mission. Links will be provided to pertinent federal, national and state organizations or associations involved with floodplain regulation, management, planning or development.

Web Master

Services obtained: The WM will be hired by the Executive Committee with the approval of the Board. The Web Master may be paid under a contractual arrangement, as approved by the IAFSM Board.

Duties: The Web Master (WM) is charged with the physical care of the IAFSM web site. The site will be maintained with information as current as possible. The WM shall keep in contact with the IAFSM Board, through the Chair, regarding costs associated with proper maintenance and upgrading of the site including equipment and software.

Web Site Information Director

Services obtained: The Web Site Information Director (WSID) will be appointed for two year increments. Every two years, the Chair of IAFSM may re-nominate the serving WSID or nominate a new WSID who will then be confirmed by the IAFSM Board. The WSID will serve at the will of the Board. Any officer, committee chair or IAFSM member may serve as WSID.

Duties: The Web Site Information Director (WSID), alone, is charged with passing information to the WM for posting to the web site. Information may be submitted directly to the WSID by any member of the Association. However, any information pertaining to the CFM program, Job Opportunities, Request for Qualifications/Proposals, Annual Conference, Seminars and IAFSM Board Meetings will only be submitted, to the WSID, by or through the appropriate IAFSM Board Member as noted below.

CFM Matters – Only the Certification Committee Chair can submit information to the WSID, regarding CFM updates from AFSPM, CFM test dates and times and any other information related to the CFM program. Any other person wishing to have any CFM information posted to the web site will go through the Certification Committee Chair.

Job Opportunities – Only the Executive Secretary can submit information to the WSID, regarding employment opportunities. Such employment opportunities must be related to floodplain management, stormwater management, wetlands management or related fields. There will be a time limit on employment opportunity postings by using:

1. ending date for applications as shown in the posting; or
2. an artificial limit of two months, which can be renewed, by request of the hiring entity, for another one month period.

Request for Qualifications/Proposals – Only the Executive Secretary can submit information to the WSID, regarding requests for qualifications/proposals. Such requests are only offered to IAFSM members or Illinois communities and must be related to floodplain management, stormwater

management, floodplain mapping, wetlands management or related fields. This is a free service. There will be a time limit on request for qualifications/proposal postings by using:

1. ending date for the request as shown in the posting; or
2. an artificial limit of two months, which can be renewed, by request of the requesting entity, for another one month period.

Annual Conference – Only the Vice Chair and/or the Executive Secretary can provide information to the WSID, regarding the date and place of an upcoming conference, registration information, hotel reservation information and any other pertinent information dealing with an upcoming conference. Conference information will be removed no later than one month after the conference has concluded. Any other person, wishing to have any conference information posted to the web site, will go through the Vice Chair.

Seminar Information – Only the Education Outreach Chair can provide information to the WSID regarding upcoming seminars including the date, time and place, subject matter, credits to be earned by CFM's or Engineers and any other pertinent information. These will be removed the day after the seminar. Any other person wishing to have any seminar information posted to the web site, will go through the Education Outreach Committee Chair.

IAFSM Board Meetings – Only the Board Secretary and/or Chair can provide information to the WSID, regarding Board meetings including the date, time and place of the upcoming meeting, an agenda for the meeting and minutes of the past three Board meetings. The most recent meeting notice and agenda will be removed two weeks after the meeting. Any other person, wishing to have any Board meeting information posted to the web site, will go through the Board Secretary.

The WSID has the right to reject any inappropriate web site information after consultation with the Chair. In the event that the WSID is uncertain about putting an item on the web site, he/she may confer with the Chair and or Executive Committee before making a decision. When not specified by policy, the WSID shall determine when to remove information from the web site.

Outside agencies or organizations

Advertisements about seminars and classes sponsored by other agencies or organizations may be placed on the IAFSM web site, at the discretion of the WSID. This will not include items from private concerns, which could be construed as an endorsement. The posting of items from private concerns will require approval from the Executive Committee.

Revised: November 5, 2008