

**The UTAH OCCUPATIONAL
THERAPY ASSOCIATION**

Subject: Website Committee (Standing Committee)	Policy: 18
Code: BPPC 10/04	Eff. Date:
Revised Date:	Rescinded:

Purpose: To clarify the responsibilities and the activities of the Website Committee

Committee Purpose:

1. To maintain current information on the UOTA website.
2. To solicit information from the membership for website posting, including but not limited to: calendar entries, notices, employment opportunities, continuing education events, newsletters, President's letter, Executive Board annual reports, advertisements, and surveys.

Procedures:

1. The Chairperson establishes a committee (Reference Bylaws).
2. The Chairperson or a committee member will attend UOTA meetings to report on the committee's activities, or gives a verbal report to the Vice President or other designated EB member. The Chairperson reviews copies of the minutes to identify any charges/action items related to committee functions.
3. The Chairperson submits an annual written report, including financial summary, describing the Completed activities of the committee related to committee and UOTA goals, and the goals for the next membership year to the President.
4. The committee develops an annual proposed budget and submits it to the UOTA Treasurer in writing, during the first quarter of the membership year, for EB approval.
5. The Chairperson submits to the Treasurer receipts and/or check requests within budget limitations for reimbursements or advances.
6. All monies received from advertisements, donations, or other means are forwarded to the Treasurer. The website is funded by these monies.
7. The Chairperson is responsible for website maintenance and has access to change the website. The Chairperson may delegate responsibilities to members of their committee.

Reference Bylaws Article X: Committees... G. Website Committee