

VIRGINIA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
RECREATION, AND DANCE

6.4

Web Site Coordinator Operating Code  
Revised 04-06-2013

- I. NAME: Web Site Coordinator
  
- II. PURPOSE:  
The Web Site Coordinator is appointed by the Board of Directors and shall serve under contract from June 1 to May 31 for a three-year term. The Web Site Coordinator will be evaluated annually on the development and administration of the VAHPERD website and will continue to serve unless otherwise given 30 days notice of contract termination. The Web Site Coordinator must provide 30 days notice of resignation to the Board of Directors.
  
- III. ORGANIZATION:  
The Web Site Coordinator shall:
  - A. be selected by an adhoc search committee, which will recommend to the Board of Directors for approval.
  - B. Be a VAHPERD member.
  - C. Be paid a stipend for services rendered.
  
- IV. RESPONSIBILITIES:  
The Web Site Manager shall:
  - A. solicit and post information, events, and sites relating to VAHPERD.
  - B. provide layout design.
  - C. edit web site on a weekly basis. The executive committee must approve major changes. The Executive Director must approve minor changes.
  - D. post all Governing Documents on the Web site and indicate the date that the document was last updated (i.e. – 1.200C-President(updated 10-10-10)).
  - E. post any updated document within 7 days of notification from the Executive Director and report back to the Executive Director when the update has been completed.
  - F. develop revenue-generating strategies with the approval of the executive committee.
  - G. develop links to other sites with the approval of the executive committee.
  
- V. AMMENDMENTS  
Operating codes may be changed by submitting a written proposal, including rationale, to the Executive Director. The Executive Director shall submit the proposal to the Board of Directors not less than fifteen (15) days in advance of a vote. The proposal shall be adopted by a majority vote of the Board of Directors.