



APWA San Diego/Imperial Chapter

Website Administrators Policy

Updated: 6/9/16

Purpose:

The purpose of this policy is to establish which chapter members will have administrative access to the chapter web site and to establish a procedure for making changes to the web site.

Practice:

The website administrator will be Greg Humora. The following individuals shall have administrative access to the chapter web site:

1. Chapter administrator
2. Board members
3. Committee chairs

The website administrator shall set the area permissions for each user appropriate for their specific responsibilities per the attached spreadsheet. Prior to making any changes to the web site, board members and committee chairs shall email the website administrator [ghumora@ci.mesa.ca.us](mailto:ghumora@ci.mesa.ca.us), chapter president [roya.golchoobian@tylincom](mailto:roya.golchoobian@tylincom) and chapter administrator [dbright@mbakerintl.com](mailto:dbright@mbakerintl.com).

The spreadsheet shall be updated in January each year

Implementation:

Approved by the APWA Chapter Board on 6/9/16. Effective immediately.