

WEBSITE POLICY

Website Policy

Policy Sections

Last Revised: August 2012

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Reason for Policy

This policy is to protect the website as the online presence of the Aspen Center for Physics to make sure it accurately reflects the goals of the Board and management and that it accurately portrays the Center. This policy is also to protect the use of the ACP website for personal gain or representation. The policy also prevents one member or participant at the Center from unilaterally making website changes or from overusing limited staff time for website changes.

Who Should Know This Policy

- Principal Investigators
 - Administrative Staff
 - Winter Conference/Summer Workshop Organizers
 - Proposal Committee
 - Officers
 - Trustees
 - General Members
 - Other: Web Committee
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Contacts

Subject	Contact
Website Questions	Administrative Vice President



Web Committee

Applicable ACP Policies

- Information Security Policy
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Website Policy at ACP

The website is our public face and needs to be kept up-to-date, useful, and well designed. In order to optimize the management of the web page we have introduced the following rules for website maintenance:

1. The ACP website is managed and updated by ACP staff.
 2. Suggestions for corrections and improvements shall be submitted by email to the Administrative Vice President.
 3. Minor changes and updates will be done on a regular basis.
 4. Major changes will be done semi-annually in fall and spring.
 5. Structural changes, major changes to the contents, and any change that requires further discussion will be decided upon by the Web Committee.
 6. If further discussion is necessary, the Executive Committee will be consulted.
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Roles & Responsibilities

Administrative Staff: Responsible for maintaining accuracy and management of website.

Web Chair: Responsible for overseeing the website.

Executive Committee: Responsible for mediating any disputes about the website.

Computer Chair: Responsible for coordinating with the Web Committee for technical issues affecting ACP's computer structure for hardware and/or software. Responsible for coordinating with the Web Committee on the interface between the database and the website.



Appendix: Applicable Federal Regulations & Criteria

None

