



OAMR INTERNET COMMITTEE GUIDELINES

Overview

OAMR web pages are the responsibility of the Internet Committee to maintain, edit and add content with the help of the OAMR Board and committees.

Content

The OAMR Board and committee chairs are responsible for the content of their respective web pages and need to forward any updates to the Internet Committee Chair for the following pages:

- Welcome Statement – Incoming President
- Bylaws – Bylaws Committee
- Finance – Treasurer
- IIMC – Professional Development Committee
- Membership – Membership Committee
- Newsletters – Newsletter Committee
- Procedures Manual – City Recorder Procedures Manual Committee
- Professional Development – Northwest Clerks Institute Education Committee
- Programs – Mentoring and Leadership Development Committee
- Records Management – Records Management Committee
- Scholarships – Scholarship Committee
- Calendar items – Any member may request an item to be added to the events calendar. Please send to the Internet Committee Chair.
- Job Announcements -
OAMR is happy to assist in job posting for any organization that could be of interest to OAMR members. The OAMR Jobs page will provide a brief announcement with links to your organizations website for the official job description and procedures for applying for the position. Please send the brief announcement only to the committee designee who will be listed at the bottom of the jobs page. Items to include are an opening and closing date for the position. If a closing date is not provided the announcement will be removed after 30 days.

Publishing content requests will be done as soon as possible and is usually done in less than 24 hours after the request is made. However, requests may be assigned a priority for publication by the Internet Committee Chair and may not necessarily be completed in the order the requests are received. Work load, vacations, and urgent requests may also affect the timeliness of this process.

Links

The Internet Committee will only place links on a web page to a commercial organization's web page if the request is made by an OAMR member and after the OAMR Board is consulted regarding the request. Requests that are made by a commercial organization directly to the Internet Committee will be forwarded to the OAMR Board for input as well as the entire Internet Committee before any decisions are made.

All OAMR content will be opened in the same browser window except for any downloadable documents such as but not limited to .pdf, Word and Excel files. These documents will be opened in a new browser window.

Style

In order to maintain consistency, font type, style and color for each website components will be designated by each Internet Committee Chair depending on the program that is used by that Chairperson.

Advertisements

The OAMR website does not allow advertisements from outside organizations except via advertising included in quarterly posted newsletters. Inquiries regarding advertising through OAMR can be directed to the Newsletter Committee Chair.

Links to local businesses in areas immediately surrounding the location of the annual OAMR Conference are allowed. These may only be posted in the Conference section of the OAMR website.

Social Networking Sites

OAMR's presence on social networking sites offers additional opportunities for members to network. The Internet Committee will maintain a mechanism to document sites OAMR is using as well as the appropriate passwords and logins used by the OAMR Board and committee members to update these sites.

Listserv

The listserv protocol should be posted on the OAMR website as the following:

- "Responses **to professional questions** should be sent to **everyone** on the listserv with the exception of "ditto" and/or "my city too", which should be sent to the *individual only*.
- Emails of a **personal nature** including "thank you" and "congratulations" should be sent to the *individual only*. Email addresses can be found on our membership page for individual responses.

Additional usage guidelines can be found at

<http://oamr.org/resources/Documents/ListServ%20Protocol.pdf>.

Members are required to notify the Internet Committee chair regarding updates to their contact information.