**NLN Affiliated Constituent League**

**Policy and Procedure**

|  |  |
| --- | --- |
| policy number | **6.5** |
| policy name | Web Site & Listserv |
| **date of origin** | (Date) |
| purpose | * This brief policy statement provides guidelines for updating electronic documents and records that the organization uses to communicate with its constituents. |
|  |  |
| 1. **policy** | A Web site will be established to provide access to member services and information to the general public. The Web site will be updated on a regular basis. Information and updates will be posted by employees after approval from the chief executive or his or her appointee.  Listserv: XYZ provides a member-only listserv to provide up-to-date information and promote discussion among members. Member agencies will be added to, or subtracted from, the list upon their request within \_\_ business days. All members have access to post information on the listserv in accordance with list rules. |

Revision Dates: