

## Publishing Material on the official AEDCA Website

(Extracted from the AEDCA Web Committee Policy, revision dtd March 3, 2014)

### A. Submittals may originate through:

1. An active AEDCA committee providing periodic updates of their work, news, and/or other factual material to the membership and public;
2. A member of the AEDCA Board of Directors providing periodic updates of their work, news, and/or other factual material to the membership and public; and
3. Local AED specialty clubs providing periodic updates of their work, news, and/or other factual material to the membership and public.

### B. An AEDCA member who is not a member of a committee or currently serving in an appointed position or as a Board member may submit their material to the Corresponding Secretary at any time. *The Current Corresponding Secretary is Katherine Smith* ([Ksmithlaw@aol.com](mailto:Ksmithlaw@aol.com))

1. The Corresponding Secretary will bring the submittal to the entire Board membership at their next meeting for assignment to the appropriate committee(s) and/ or individual appointee(s) with expertise in the matter, and the submittal may be assigned to more than one committee and/or individual appointee. The committee(s) and/ or individual appointee(s) shall review the submittal for factual content and possible conflict with or addition to existing AEDCA policies or procedures.
2. After review by all appropriate or affected committee(s) and/or appointed individual(s), such committee(s) and/or individual(s) will report their findings and/or recommendations back to the Board for their approval.

### C. New material will be added to the official AEDCA website, and existing information will be updated or deleted on the official AEDCA website only after approval of the Board.

### D. After approval by the Board, the Corresponding Secretary, Recording Secretary, or any other Board member who also holds a place as a member of the Web Committee will forward the approved material to the Webmaster for posting. The Webmaster will not accept material that does not come directly from one of these Board member(s). *The Current Board Member(s) on the Web Committee: AEDCA Recording Secretary, Tammy Powers* ([TammySPowers@gmail.com](mailto:TammySPowers@gmail.com)).

Thank You,

Web Committee