



OPERATING CODE FOR THE WEBSITE MANAGER

I. NAME

The name of this office shall be the Website Manager of the National Consortium for Physical Education for Individuals with Disabilities (NCPEID).

II. PURPOSE

It shall be the function of the Website Manager to oversee the content on the NCPEID website and with providing leadership for developing, reviewing, and/or updating of website elements (e.g., webpages, front page, media repository, etc.) in efforts to maintain the NCPEID website as stated in the [Bylaws](#).

III. ORGANIZATION

The Website Manager shall be appointed by the President and will serve for a term of four years commencing at the New Board meeting at the Annual Conference. The Website Manager shall serve as a member of the NCPEID Board of Directors.

IV. CONDUCT OF BUSINESS

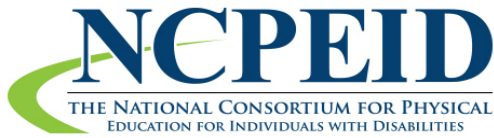
The Website Manager will work with the NCPEID President, Social Media Manager and BOD to ensure that the business of the Consortium is being promoted and communicated through the website in accordance with the Bylaws, Consortium policies, Codes of Operation, and the decisions of the Executive Committee and Board of Directors.

V. DUTIES

In accordance with the Bylaws, it shall be the duty of the Website Manager to develop, review, and/or update of website elements (e.g., webpages, front page, media repository, etc.) in efforts to update and maintain the NCPEID website. The Website Manager shall also perform other duties as are necessary to the position including, but not limited to, serving as an authorized service administrator, or the like, to the current NCPEID membership management and/or website management software company subscribed to, as well as evaluating and providing recommendations to the EC regarding the capacity of the website management software company to meet the needs of NCPEID. The Website manager will convene, schedule and oversee a website committee to advise on actions for the development and maintenance of the website.

A. Policies

The Website Manager shall follow the policies and decisions of the President,



Executive Committee, and BOD.

C. Meetings

The Website Manager shall attend all monthly BOD meetings and actively participate in the goings on by making and carrying motions, expressing the website committee perspectives and voting on issues as they arise and attend the Annual Conference meeting.

D. Reports

The Website Manager shall provide a report at each of the monthly BOD meetings and an annual report at the Annual Conference meeting. The latter shall include but are not limited to a summary of the on-going events throughout the year of which the Website Manager was engaged.

VI. AMENDMENT OF THE CODE

This operating code may be amended or altered by a simple majority provided such amendments or alterations do not contravene the Bylaws of NCPEID, and provided such changes are reviewed by the Executive Committee before submission to the Board of Directors and then to the full Consortium membership for final approval.