

<b>American Society for Quality Electronics and Communications Division Procedure Description</b>	<b>Procedure Description</b> Number: 04-09 Web Update Process Revision: A Date: 10/11/10
<b>Subject::</b> Web Update Process	<b>Responsibility</b> Webmaster Chairman

**Purpose:** To provide a framework for updating the ECD Web site.

**Policy:** All updates to the ECD web site are to follow this policy.

**Scope:** Web pages affected by the ECD web presence.

**Responsibility:** Webmaster - Chair

### **General Responsibilities and Procedure:**

1. For the mechanics of the web update process Refer to:

<http://asq.org/member-leader-community/key-tasks/communication/division-forum-sites/index.html>

2. The web content should be updated on a quarterly basis. This supports the dynamic nature of electronics. The webmaster will solicit content updates from the committee chairmen at the monthly committee meeting. The updates for a quarterly release shall be submitted to the webmaster 30 days before the release. Late submissions will be delayed until the following quarter.

3. As the division develops a social networking presence, the webmaster shall include links to the appropriate social media on the web site.

### **Change Log:**

<b>Revision No.</b>	<b>Date</b>	<b>General Change(s) Made</b>
A	10/11/10	Initial Release