

HRPAN Policy

SECTION	NAME OF POLICY	POLICY REFERENCE
General Administration	Website Postings	E.W01

DEVELOPED BY: HRPAN Communication Committee
APPROVED BY: HRPAN Executive Committee
EFFECTIVE DATE: March 19, 2008
DATE OF REVISION:
SUPERSEDES:

GENERAL:

The HRPAN website is meant to serve the needs of our members as a communication tool and to enhance the image of HRPAN in the Niagara community. This web site is not designed or meant to be a billboard for advertisers who wish to promote their products to our members nor is meant to be a source of revenue for the association.

POSTING POLICY:

The HRPAN will accept postings of certain events, announcing the event to our membership, providing it serves to educate or inform our members and is Human Resources related. The HRPAN will also post HR employment opportunities.

PROCESS:

- Initial request with PDF copy of event description and/or advertisement will be sent to the Communications Director for review and approval
- Postings that do not meet the criteria outlined in this policy may be forwarded to the President and/or Vice President for review at the request of the Communications Director
- Approved PDF copy will be posted on the HRPAN web site
- An email announcement of all recent postings will be sent to membership
- Invoice to be forwarded to organization requesting posting and Treasurer of HRPAN
- Payments are to be payable to HRPAN and forwarded to the Communications Director within 30 days of expiry of posting

The cost of event postings will be as follows:

Non Profit Organizations	Free
Member Organizations	\$150.00/month
Non Member Organizations	\$200.00/month

The cost of placing a job posting will be as follows:

Member Organizations	\$100.00/month
Non Member Organizations	\$150.00/month

Posting timelines are as follows:

- Once the posting has been approved, a minimum of seven (7) days is required to have it posted on the web site
- It is recommended that the posting be submitted to the Communications Director two (2) weeks prior to the actual posting date