



Fire Inspectors Association of Nova Scotia
PO Box 8566 / 6175 Almon Street / Halifax, Nova Scotia / B3K 5M3

Web site postings policy

1.0 POLICY STATEMENT

The Fire Inspectors Association of Nova Scotia (FIANS) is committed to ensuring that their web site is current and presents the appropriate information to the membership and general public.

2.0 PURPOSE OF THE POLICY

- 2.1 To ensure that the FIANS web site maintains a professional and standardized appearance.
- 2.2 To ensure that all FIANS members know and understand the process to have information added to or removed from the web site.

3.0 PROCEDURE

- 3.1 Requests for posting to the web site are forwarded to the web master.
- 3.2 Any information pertaining to FIANS events and conferences including information coming from the local representatives is to be posted as soon as possible. As well, job postings for any position in Nova Scotia will be uploaded as soon as appropriate.
- 3.3 Information related to educational opportunities external to FIANS, technical information or data and advertising of any type is sent to the Board for approval. If approved, it is then posted to the web site.
- 3.4 All materials submitted will be reformatted as appropriate to fit with the standardized look of the web site.
- 3.5 All content of the web site will be reviewed monthly by the web master who will then have the authority to either remove old content or archive older content that is still relevant to FIANS.
- 3.6 The web master will track the time he dedicates to managing the web site. This will be reviewed by the board on an annual basis.

Prepared November 23, 2014

Approved by the Board of Directors November 26, 2014

“Dedicated to saving lives and property through the prevention of fires”