



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 website 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 website 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 website.

3.0 PROCEDURE

- 3.1 Requests for posting to the website are forwarded to the senior staff person of the Association who will deal with it as outlined herein.
- 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 related position in Nova Scotia will be uploaded as soon as appropriate. Information is uploaded through the webmaster under contract with the Association.
- 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 to post. If the information is approved, it is then posted to the website through the webmaster under contract with the Association.
- 3.4 All materials submitted will be reformatted as appropriate to fit with the standardized look of the website.

- 3.5 All content of the website will be reviewed regularly by the webmaster who will then have the authority to either remove old content or archive older content that is still relevant to FIANS. S/he will inform the senior staff person of the Association of the changes.
- 3.6 The web master will track the time s/he dedicates to managing the web site. This will be reviewed by the Board on an annual basis.

Approved by the Board of Directors September 2024