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Communication	Website Updates	1
		Date August 12, 2003 Revised: 2005-04-09

Purpose To establish clear guidelines for the maintenance and updates of the ACE website.

Policy Ownership The design and content of the website is owned by ACE

Webmaster The ACE website is to be maintained and updated by the ACE webmaster(s). The ACE webmaster(s) is/are designated by the National Council and is/are usually an employee of the management firm that administers the operations of ACE.

Official Languages In accordance with the ACE By-laws, ACE is a bilingual Association. It provides services in English and French. The structure and framework of the ACE website shall be the same regardless of the language (all pages should be available in both languages). All information posted on the ACE National pages shall be available in both official languages and shall be posted simultaneously. The language of the information posted on the regional pages is at the discretion of the Region.

Official Documents All ACE official documents (policies, AGM minutes, bylaws, *Communiqué*, etc.) shall be posted on the website.

Regional Pages Regional pages are the responsibility of each respective region. The content and its language is at the discretion of the region but should not conflict with the objectives and strategies of ACE National.

Consultant Directory Section The consultant directory structure is maintained by the webmaster(s). The annual fee for posting on the consultant directory section is set by the National Council. The content is the responsibility of each respective consultant.

Position Posting Section The structure of the position posting section is the responsibility of the webmaster. The fee for job posting is set by the National Council.

Posting of information All non-official ACE documentation (ie. scientific and non-scientific papers, non-ACE conference, etc.) to be posted on the website shall be approved by the Secretary of ACE.

Exceptions All other exceptions shall be approved by the Secretary of the Association.

Related Procedures Translation All documents shall be translated or revised by a professional translator.

Documentation source All documentation submitted to the National Office from external sources, for publication to the membership, shall be provided in both official languages, where applicable.

DATE POLICY APPROVED	REVIEW DATE	COMMITTEE RESPONSIBLE
November 21, 2003	2005-04-09	National Council