



**California Special  
Districts Association**

*Districts Stronger Together*

## **CHAPTER WEBPAGE PROTOCOL**

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### Background:

The purpose of this document is to provide guidelines for the information to be included on the CSDA chapter webpages. CSDA chapter webpages serve an important role in educating special districts about the opportunity to engage with CSDA through their individual chapter. The primary objectives of the policy are to:

1. Provide uniform information across all CSDA chapter webpages when possible.
2. Provide an external link when possible to an external chapter website or social media page, directing users to an appropriate information resource.

### Updates and Maintenance:

All CSDA chapter webpage updates will be made once per month by the CSDA Public Affairs Field Coordinators. These updates are to include a maximum of five (5) photos of chapter related content at the request of the chapter. Posting and maintenance of the pictures is at the discretion of CSDA, and all pictures become the property of CSDA. Field Coordinators should maintain consistent communication with chapter officers regarding updates to ensure information is current and accurate.

### Standardized Information:

Each CSDA chapter webpage will include the following information:

1. Name and contact information (special district office address, phone number, and e-mail address) of each of the chapter officers (Executive Board), including:
  - President
  - Vice President
  - Treasurer
  - Secretary
  - Other Chapter Executive Officers
2. Name and contact information of the chapter's administrative contact, if applicable.
3. Name and contact information of the respective CSDA Public Affairs Field Coordinator.
4. Chapter meeting schedule for the calendar year, including meeting dates, times and locations.
5. List of all chapter member districts (with hyperlinks to homepages if applicable).

### External Chapter Websites and Social Media Pages:

Chapters are encouraged to consult with the CSDA Public Affairs Specialist regarding the development of external chapter websites and social media pages. CSDA is not responsible for the content, updates or maintenance associated with external websites or social media pages.