1. Each chapter applying for a chapter website will complete the chapter website application form and forward it to the CHICA-Canada Web Communications Manager.

2. An individual will be designated as a *chapter webmaster*.

3. The *chapter webmaster* will liaise with the CHICA-Canada Web Communications Manager/Webmaster regarding all aspects of the chapter website.

4. The *chapter webmaster* will attend the annual chapter webmasters meeting at the CHICA-Canada conference, or designate a delegate.

5. Chapter websites will be designed using:

   a. the CHICA-Canada chapters template and CHICA-Canada webmaster's design, approved by the chapter;

      OR

   b. chapter-designed and maintained web pages, forwarded to the CHICA-Canada webmaster for posting to the chapter's website (e.g., CHICA-NA); OR

   c. chapter-designed web pages posted to an external web server, with the link posted on the CHICA-Canada website.

6. There is a maximum space allowance of 50 MB for each chapter website:

   a. If more space is required, the chapter must complete an application for additional space, stating the rationale;

   b. Requests for space will be reviewed by the Web Communications Team (Web Communications Manager, Web Designer, Webmaster, Executive Director).

7. Chapter logos may incorporate the CHICA-Canada logo, but may not alter the CHICA-Canada logo.

8. Content on chapter websites must follow the guidance set out in website policy 20.20:

   a. Content is evidence-based;

   b. Canadian English/French and Canadian units of measurements are used;

   c. Attachments are in PDF format, unless required to be in another format for the use of the document (e.g., Excel spreadsheet);

   d. The *chapter webmaster* is responsible for keeping chapter content up-to-date and ensuring that all links are working.

9. Commercial content on chapter websites (e.g., advertising, banners, corporate logos) must follow the guidance set out in website policy 20.20:

   a. A request for commercial material on a chapter website is forwarded to the Web Communications Manager, who will bring the request to the Web Communications Team for approval;

   b. Commercial content must be discreet and not detract from the overall design of the website.

10. The following will not be permitted on chapter websites:

    a. Interactive databases;

    b. Forms for completion online.