

Logistics Officer Association Guidance (G-2)

Purposes of the LOA web site:

- a. Facilitate the flow of information from the Executive Board to the members
- b. Ensure members have timely access to LOA information and activities
- c. Provide a forum for professional development through awareness of logistics issues and networking
- d. Encourage prospective members to join
- e. Serve as a comprehensive point of access to the public

Duties of the Webmaster:

- a. Serve as a non-voting member of the Executive Board
- b. Act as the LOA liaison between the organization and the web hosting company & web designing company
- c. Coordinate significant web changes through the Information Officer for approval of the Executive Board
- d. Restrict posting of member personal information to name, rank, duty station/company, email, and duty phone.
- e. Avoid posting information which reflects negatively on LOA, the Armed Services and the Department of Defense.
- f. Provide an annual budget estimate to the Chief Financial Officer for web services management.
- g. Ensure website pages are updated periodically to reflect the most accurate information

The Executive Board shall:

- a. Approve all web content and changes
- b. The Chapter Chairperson shall maintain chapter leader permissions on the website and update the LOA Chapter President listing as required
- c. Provide other documents and information appropriate for the website to the Webmaster
- d. The Membership Chairperson, Information Officer/Assistant Information Officer, and Chief Financial Officer/Bookkeeper shall be responsible for entering manual applications and renewals into the LOA on-line database
- e. The Marketing and Conference Director shall be responsible for managing corporate member applications and records
- f. The Chief Financial Officer and Bookkeeper shall be responsible for managing the credit card merchant account which processes financial transactions from the website

Procedures/Business Rules:

- a. Articles from the *Exceptional Release* will only be posted on the web page after approval by the Editor
- b. LOA has blanket approval to post articles from the Air Force Journal of Logistics
- c. Delete inactive member records periodically as directed by the Executive Board, but not later than 6 months after dues expiration

//Signed//

Doug Cato, Colonel, USAF

President, Logistics Officer Association

Approved by the Executive Board, August 2009