

Guidelines

for Chapter Web Sites

Tips to Better Manage Your Chapter's Web Site

- Have an assigned Webmaster responsible to update the Web site as needed and at a minimum once a month.
- Do not use acronyms. All acronyms should be spelled out.
- All content and links should be relevant to the membership and the risk management community.



- Maintain each button on your Web site. If a button such as "Surveys" does not have anything active listed when clicked, then that button should be hidden or removed.
- Button names should be written in sentence case with an upper case first letter only for ease of reading for the user.
- The recommended size of an uploaded photo is approximately 100W x 125H pixels.
- The recommended size of other pictures or logos is approximately 300W x 300H pixels or no greater than 30 KB.
- If your chapter has a logo it should always appear with the RIMS logo, which should be prominent and appear in black or in PMS 329 (RIMS Green). The "xx Chapter" should always appear with your chapter's logo.
- Be sensitive to the diversity of your membership. For example, call your end of year event a Holiday party rather than a Christmas party.
- All materials posted on the RIMS Web site are subject to copyrights owned by RIMS. RIMS chapter Web sites as well as many external sites post similar copyright notices. Be careful where your Web site sources come from. In some instances, the source Web site will license you to use the material upon request. However, if you are unable to obtain a license, then **DO NOT USE THE MATERIAL**. You do not want to be liable for copyright infringement.
- If you are hosting your chapter's Web site somewhere other than on www.rims.org, notify RIMS at chapterservices@rims.org to have your link recognized.
- RIMS staff can help. If you need assistance with your chapter's Web site, contact RIMS at chapterservices@rims.org or at (212) 655-6031.