

# OCA Technology Committee Policy Manual

Covering the OCA Website, General Membership Listserv & General Membership Google Group

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Preamble – The OCA General Membership Listserv, Website and General Membership Google Group serve OCA Members with Ohio Counseling related information and services. The OCA General Membership Listserv, Website, and General Membership Google Group operate under a very small budget and are run by volunteers. While the OCA is continually looking for ways to increase services to OCA members in these areas, restrictions in time and money greatly inform the OCA Technology Committee Policy Manual.

Although the OCA may appreciate the efforts of non-OCA members and organizations, those entities not directly related to OCA's mission of serving Ohio counselors will not be linked to the OCA website nor their information distributed over the OCA General Membership Listserv. The OCA Website, General Membership Listserv, and General Membership Google Group are not intended to provide ways for non-members to reach OCA members.

## I. OCA General Membership Listserv

- a. The OCA general membership listserv is a benefit of OCA membership. Only current OCA members are added to the OCA general membership listserv.
- b. The e-mail addresses on the OCA general membership listserv will periodically be matched against the e-mail addresses of the current OCA membership database to remove non-active members.
- c. Any current OCA member may use the OCA General Membership Listserv to promote their own or their employer's counseling related workshop/event; promote an OCA member's counseling related book/product; request a counseling related referral; request counseling related study subjects for the OCA member's study; or make other requests or announcements of interest to counselors across the State of Ohio.
- d. Any OCA member using the OCA General Membership Listserv to promote non-counseling related activities, events, products, services, etc., will be sent 1 e-mail warning to stop such announcements. If a second offense is committed, the OCA member will be removed from the OCA General Membership Listserv until their next membership renewal date.

## II. OCA General Membership Google Group

- a. The OCA General Membership Google Group is a benefit of OCA membership. Only current OCA members are added to the OCA General Membership Google Group.

- b. The e-mail addresses on the OCA General Membership Google Group will periodically be matched against the e-mail addresses of the current OCA membership database to remove non-active members.
- c. Any current OCA member may use the OCA General Membership Google Group for counseling related postings, discussions, and other related activities.
- d. Any OCA member using the OCA General Membership Google Group to for non-counseling related postings, discussions, and other related activities, will be sent 1 e-mail warning to stop such announcements. If a second offense is committed, the OCA member will be removed from the OCA General Membership Listserv until their next membership renewal date.

### III. OCA Website

- a. The OCA website is updated and changed along the following continuum with given respect to time and financial restraints; 1 being most critical and 5 being least critical.
  - 1. Updating existing OCA information on the website
  - 2. Creating on-line forms and payment systems for OCA events, activities, and membership
  - 3. Creating features which will result directly in income for the OCA
  - 4. Creating features which will directly result in increased membership for the OCA
  - 5. Cosmetic changes to the OCA website
- b. The OCA Calendar only posts the events and activities of the OCA, its Chapters, and its Divisions.
- c. OCA Chapters, Divisions, and Executive Council Members are responsible for requesting updates to corresponding information listed on the OCA website.
- d. OCA Chapters and Divisions are independently responsible for hosting, developing, and maintaining their own websites.
  - 1. The OCA webmaster is not responsible for providing support websites of OCA Chapters and Divisions.
- e. All links and features found on the OCA Member's Area are only accessible to current OCA members.