

**Pancreatobiliary Pathology Society (PBPS)**  
**Website Committee Standard Operating Procedure (SOP)**

**Committee Members**

- (1) The Pancreatobiliary Pathology Society (PBPS) Website Committee will have 6 members: chair and 5 members (including 1 webmaster); they will also serve on the Membership committee.
- (2) Term for chair is 2 years and committee members is 3 years; additional year(s) to the term may be approved by Executive Committee for operational reasons.
- (3) When the chair rotates off, ideally an existing or prior committee member will be selected by Executive Committee to be the next chair.
- (4) A webmaster will be appointed by the Chair from among its committee members if he or she elects not to undertake this role.
- (5) All committee members report to the Membership/Website Committee Chair who ultimately reports to the Executive Committee.

**Responsibilities of the committee chair**

- (1) Is a member of the Executive Committee and participates in conference calls/meetings and updates them on committee activities.
- (2) The Chair will execute the PBPS bylaws and SOP, and update the latter when needed in consultation with the PBPS executive committee. The Chair will inform new members of his/her roles and responsibilities.
- (3) The Chair will present an update/report on the website committee activities at the PBPS Business meeting.
- (4) Recruit additional help from other PBPS members as and when required.
- (5) Maintain SOP and provide it to new members while orienting them to their responsibilities.
- (6) Maintain society website and update its content and links.
- (7) Maintain subscription of <http://pbpath.org/> web address and storage of downloadable content.
- (8) Solicit conceptual website alteration and make recommendations to the executive committee.
- (9) Maintain PBPS Business DropBox Account.
- (10) Monitor [info@pbpath.org](mailto:info@pbpath.org) email account with committee member assistance.
- (11) Make recommendations to the Executive Committee for filling any vacancies on the committee.

**Responsibilities of the committee members**

- (1) The Website Committee member will assist the Chair in executing PBPS bylaws and SOP.
- (2) Maintain society website, update its content, and ensure its accuracy.
- (3) Work with other committees to distribute material or update information on the website and through MailChimp.
- (4) Assume responsibilities of committee chair if required.
- (5) Attend membership/website committee meetings.

**Society Website**

- (1) The registration of <http://pbpath.org/> is held by the chair and webmaster.
- (2) The PBPS website is hosted by Site Ground (access available to chair and webmaster).
- (3) The PBPS website will be updated in timely manner with content provided by membership and PBPS Committees.