ASSOCIATION OF CHILD NEUROLOGY NURSES
Policies & Procedures

Postings on Website – Employment Opportunities

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1. **Purpose:** To define responsible parties and flow for posting employment opportunities on the website.
2. **Policy:** Provide guidelines for requests to post employment opportunities on the website. All information (content, design and philosophy) should be consistent with ACNN philosophy and goals.
3. **Procedure:**
   3.1 Request will be forwarded to executive director of ACNN at the national office. The President will be notified of request.
   3.2 President will review request, if there are concerns with the request the president can consult either by email or conference call with the Board.
   3.3 After approval, the executive director of ACNN at the national office will notify the requesting individual of the fee and length of posting.
   3.4 Ads will have a 3-month posting online in the members only section of the website.
   3.5 Cost for members will be $150.00; non-members $300.00 Ads paid with credit card will be posted after the approval process, this generally happens within 72-hours. Ads will run within 72 hours of receipt of a check.
4. **Documentation and Reporting:**
   4.1 The executive director of ACNN at the national office and president will keep a record of all requests and report activity at board meetings.
   4.2 Payments will be included in the treasurer’s monthly financial report.