



National Technology Committee Proposal for Website Update Policy

The Technology Committee proposes the following process for submitting updates to the CARATS, Inc. website (caratsincorporated.com) be included in the Policies and Guidelines.

- There are 4 (four) website update deadlines throughout the year, each of which pertains to different committees:

Deadline	Action	Date Posted
January 15	Submit Membership Updates	February 1
March 15	Submit Mid-Year Documents and Reports	March 31*
June 15	Submit Conclave Documents and Reports	July 7**
August 31	Submit Membership Updates	September 30

**Or 5 days prior to the Mid-Year Meeting*

***Or 5 days prior to Conclave*

- All documents and reports must be submitted in PDF format, unless specific arrangements have been made with the Technology Committee.
- Documents and reports must be submitted in their final form. The Technology Committee will not edit your documents, as we are unable to edit PDF files.
- If a Carat, or her committee, submits a report that includes more than one document, please number the documents in the order in which they should be presented.
- Ensure that each document is appropriately titled.
- Members are encouraged to access the Personal Info Update tab on the website in order to update her contact information. (This form can be accessed 365 days a year.)