

**CALIFORNIA AGENTS AND HEALTH INSURANCE PROFESSIONALS  
POLICY & PROCEDURES**

**POLICY TITLE: Online Job Board**

CLASSIFICATION: Communications

**POLICY NUMBER: 7014**

DEPARTMENT COORDINATOR: VP of Communications

MOTION: Dede Kennedy-Simington

SECONDED: June Taylor

DATE SUBMITTED (INITIAL):

DATE APPROVED: August 17, 2015, February 21, 2023

APPROVED BY: Board of Directors

REVIEW DATE: 2026

**PURPOSE:**

Offer online Job Board to members and enhance non-dues Revenue for the Association.

**POLICY:**

CAHIP will offer to its members free postings of resumes and or employment opportunities to its online Job Board on its website. The Job Board is currently available to all visitors to the website. CAHIP will also allow non-members to post job opportunities at a cost of \$250 for a one-year post. All posts to be approved in advance by the VP of Communications.

**PROCEDURE:**

Requests for job or resume posts will be sent to the Executive Director who will vet for membership status and respond appropriately. All posts will be approved by VP of Communications prior to placing on CAHIP Website. Executive Director will process all fees for Job Posts and these will be posted to the 4600.4 in CAHIP's Accounts.

**FINANCIAL IMPACT:**

Potential revenue. Negligible administrative and website expense.