

**CALIFORNIA ASSOCIATION OF HEALTH UNDERWRITERS**  
**POLICY & PROCEDURES**

**POLICY TITLE:** Online Job Board

CLASSIFICATION: Communications

**POLICY NUMBER:** 7014

DEPARTMENT COORDINATOR: VP of Communications

MOTION:

SECONDED:

DATE SUBMITTED (INITIAL):

DATE APPROVED: August 17, 2015

APPROVED BY: Board of Directors

REVIEW DATE: 2017

**PURPOSE:**

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

**POLICY:**

CAHU 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. CAHU will also allow non-members to post job opportunities at a cost of \$250 for a 90 day 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 CAHU Website. Posts will expire after 90 days for paid posts and 180 days for members. Executive Director will process all fees for Job Posts and these will be posted to the 4600.4 in CAHU's Accounts.

**FINANCIAL IMPACT:**

Potential revenue. Negligible administrative and website expense.