



Policy Number:	01
Policy Title:	Job Postings
Original Date:	September 2012
Revision Date:	April 2023

Purpose:

The purpose of this policy is to define the process for placement of job postings on the NCAHQ website.

Policy/Procedure:

1. Individuals representing recruitment/advertising agencies or members of the association may directly submit a job posting on the NCAHQ website.
2. The advertisement language will be created by the requesting agency or by the association member.
3. The advertisement is subject to final approval by the Website Manager who will have discretion as to the length and appropriateness of the advertisement and its relative size on the website.
4. Job posting fees will be assessed annually by the Board.