



Posting Process for SRC Materials on SRC Website

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Document Overview

This document addresses the posting process for the State Rehabilitation Council's various needs on Mass.gov.

Website: [Massachusetts State Rehabilitation Council | Mass.gov](https://www.mass.gov/state-rehabilitation-council)

Friendly URL: [www.Mass.gov/mrc/src](https://www.mass.gov/mrc/src)

Scheduled 2022 Meetings: [SRC Meetings | Mass.gov](https://www.mass.gov/mrc/src)

Posted Minutes: [SRC Meeting Minutes | Mass.gov](https://www.mass.gov/mrc/src)

Needs

The SRC has three consistent posting needs that necessitate a process be established.

1. **Future Quarterly Full and Committee Meetings:** All future meeting dates, time and virtual meeting information are posted upon receipt of the information from the scheduler.
2. **Materials needed for the meeting** are posted with the event, these include the agenda, minutes to be voted on, and any other materials provided. *Please note: all of these documents will be open to public viewing.*
3. **Approved Minutes from past meetings** are kept as a curated list organized by calendar year and committee. See process outlined below under "meeting minutes".

Process

Future Meetings

1. **Schedule of meetings for the year:** Meeting dates and corresponding information are posted at [SRC Meetings | Mass.gov](https://www.mass.gov/mrc/src) and includes a web-based layout and a PDF download. These dates are subject to change and everyone is cautioned to always check the event postings for the most accurate listings.
2. **Outlook Meeting Invitations-** owned by Kate Biebel or Charlene Coombs (details below). When the Webmaster receives the invitation, it is flagged until accepted. Once the Webmaster posts it on Mass.gov it is then accepted and gets incorporated into the Webmaster's calendar. The Webmaster is then alerted to any scheduled meetings and can verify each meeting is posted with associated meeting materials. This is an internal check and balance system. Webmaster will reach out to SRC Committee Leader and cc's invite owner when a discrepancy arises.
 - a. **Monthly Executive Committee Meeting-** Kate Biebel
 - b. **Quarterly Full SRC Meeting-** Kate Biebel
 - c. **Committee Meetings-** Charlene Coombs
 - i. Consumer Satisfaction and Needs Assessment Committee
 - ii. Business Employment Opportunity Committee
 - iii. Policy Committee

iv. State Plan and Interagency Relations Committee

3. **Events** may be posted up to a year in advance and are displayed on both the SRC and MRC Organization pages as event listings.

Sharing and Dispersing Meeting Materials

1. All meeting materials for posting come from the committee chair or invite holder and are sent to the Webmaster directly through email.

Meeting Minutes

1. **Executive Committee and General Committee Meetings:** A final, approved copy of meeting minutes should be posted publicly to the mass.gov site as soon as possible, but no longer than one week of the meeting in which the minutes were approved. Committee Chairs are responsible for sending minutes to the Webmaster.
2. **Full Quarterly SRC Meeting Minutes:** A draft copy of minutes will be posted to Mass.gov within 30 days of the meeting. Once draft minutes are approved at the next full SRC meeting, they will be replaced on the mass.gov webpage within one week as a copy of the final, approved minutes.
3. **Naming Convention for Meeting Minutes:**
 - o **Draft Minutes** should be named “SRC *Committee Minutes month, year_Draft*” (example: *SRC Executive Committee Minutes, June 2022_Draft*)
 - o **Final Approved minutes** should be named: “SRC *Executive Committee Minutes month, year_Approved*” (example: *SRC Needs Assessment Committee Minutes June 2022_Approved*)

Other SRC items

All other items will be posted to the SRC site upon request from the SRC Chair or MRC Liaisons (Director of Individual and Family Engagement, MRC Deputy Commissioner).

Request for Review

The SRC Chair will be prompted to review the posted SRC membership list **quarterly** and other static content (e.g., bylaws, list of committees, etc.) **annually in October** for validity and accuracy.