

**HFMA NJ Chapter
Procedure for Updating Website**

Updates to News Banner on NJHFMA Website

1. Standard banner items to be posted to the NJHFMA website and to be rotated on an on-going basis are as follows:

March through May	-	Golf Outing
May through October	-	Institute
October through November	-	New Member Breakfast
November through March	-	Winter Social

2. HFMA NJ Chapter Administrator will be responsible for posting to the NJHFMA website.