

## Colorado Council of Medical Librarians

# Internet Committee Chair / Web Editor Position

Updated April 2013

### Duties/guidance:

The Internet Committee Chair/Web Editor is appointed by the Executive Committee to create and maintain the content of the CCML website. The Web Editor works closely with other committees to coordinate efforts in communicating effectively with the CCML membership.

Responsibilities as Web Editor:

1. Chair shall attend CCML Membership and Executive Committee meetings, designate a representative to attend, or shall submit reports for these meetings.
2. Take suggestions and submissions from the Executive Committee and the membership to expand and develop new content for the website.
3. Train, authorize, and deauthorize appropriate CCML website content authors using the content management mechanisms available to CCML (currently Wild Apricot). Alternatively, coordinate training that is done for CCML website authors by other Internet Committee members.
4. Assure that CCML Newsletter/Weblog content (aka Council Quotes) is appropriately featured in the CCML website. Inclusion of such content may simply be through RSS headlines or similar mechanism on the CCML home page.
5. Work with CCML Internet List Manager, CCML Membership Committee, and the CCML Treasurer to insure new CCML members are added to the CCML Email List.
6. Produce an annual Internet Committee report for CCML President.
7. It is anticipated that Executive Committee members will be able to take on updating their own committee and related information on the CCML website through authorship rights as granted on an ongoing basis by the CCML Internet Committee Chair / Web Editor. The Internet Committee Chair and Committee Members also maintain many web pages, and serve as fallback solicitors, authors, and/or editors for all CCML website content.

What follows is a list of CCML website pages which are part of the site in 2013, and need to be monitored for consistency and currency either by the Chair or individual Committee Members.

- A. About CCML
  - i. History (*see Dana Abbey - Archives*)
- B. Membership
  - i. Join Us
  - ii. Directory (*see Membership cmte chair*)
  - iii. Discussion List
  - iv. Photos
- C. Events
  - i. Past events

- D. Education
  - i. Awards and Scholarships (*see Education, Awards cmte chairs*)
  - ii. Continuing Education (*see Education cmte chair*)
  - iii. Isabelle T. Anderson Collection
  - iv. MLA Education Resources
- E. Governance
  - i. Committees (*see respective chairs*)
    - a. Bylaws
    - b. Colleague Connection
    - c. Education
    - d. Fundraising
    - e. Internet
    - f. Library Cooperation
    - g. Membership
    - h. Nominating
  - ii. Officers and Duties (*see CCML President*)
    - a. Past Officers and Chairs
  - iii. Reports, Minutes and Documents (*see CCML Secretary, Treasurer, President*)
    - a. Archived Minutes
  - iv. Bylaws & Mission
- F. Resources
  - i. AHIP
  - ii. Local Resources
  - iii. Marketing and Advocacy
  - iv. MLA Resources
  - v. Resource Sharing
- G. Contact