

# **Colorado Council of Medical Librarians Internet Committee Chair / Web Editor Position**

Updated December 2005

## **Bylaws:**

An Internet committee, consisting of a chairperson and at least four members, shall promote CCML through the development and maintenance of electronic communications, including a listserv and web site.

## **Duties/Guidance:**

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

## **RESPONSIBILITIES OF THE CCML WEB EDITOR**

1. Attend CCML Executive Committee meetings and CCML Membership meetings or designate a representative to attend.
2. Take suggestions and submissions from the Executive Committee and the membership to expand and develop new content for the web site.
3. Work with the Executive Committee to secure updated information for the web site.

### **NETWORKING**

- a. CCML Library Survey – Roz Dudden
- b. CCML Discussion List – Internet Committee Member
- c. Council Quotes – Council Quotes Editor
- d. Marketing, Advocacy – Chair of Advocacy Committee
- e. Other Organizations – Web Editor or Internet Committee Member
- f. Student / Volunteer Networking Opportunities – Membership Committee Chair

### **SPECIAL INTEREST GROUPS**

- g. CO Consumer Health Information – Web Editor (maintain link)
- h. Evidence – Based Health Care SIG – head of EBHC SIG
- i. Medical Paralibrarian SIG – head of Medical Paralibrarian SIG

### **PARTICIPATION**

- j. AHIP – MLA AHIP Liaison
- k. Annual Operating Plan – CCML President
- l. Annual Reports – CCML President
- m. Archives – Internet Committee Member
- n. Bylaws & Mission – Executive Committee
- o. Calendar – CCML President
- p. Committees – Web Editor
- q. Marla Graber Award – Head of Marla Graber Award Committee
- r. Meeting Minutes – CCML Secretary
- s. Member Demographics – Membership Committee Chair
- t. Member Directory – Database Coordinator
- u. Member Email Directory – Database Coordinator / Internet Committee Member
- v. Membership Information – Membership Committee Chair
- w. Officers – CCML President
- x. Treasurer's Report – CCML Treasurer
- y. Membership Form – Membership Committee Chair

## **EDUCATION**

- z. Continuing Education Opportunities – Education Committee Chair
- aa. Isabelle T. Anderson Collection – Education Committee Member
- bb. MLA Continuing Education Clearinghouse – Internet Committee Member
- cc. Pest and Mold Control – Web Editor
- dd. Presentations & Papers – Internet Committee Member
- ee. Professional Development Fund – Education Committee Chair

## **COLLECTION DEVELOPMENT**

- ff. MLA Collection Development Resources for Librarians – Web Editor / MLA
- gg. Vendors – Web Editor / MLA
- hh. Subject Resources – Web Editor / MLA

## **INTERLIBRARY LOAN**

- ii. Ill Resources – Internet Committee Member
- jj. Journal Locator – Journal Locator Committee Chair

## **OTHER**

- a. Meeting Schedule, Program, Map, Directions and Parking – Web Editor or Internet Committee Member and Program Planner / President Elect

- 4. The following should be done before every meeting
  - a. Update Treasurer's Report
  - b. Post Program, Map, Directions and Parking page
  - c. Post new issue of Council Quotes
- 5. The following should be done after each meeting
  - a. Update Meeting Minutes page
- 6. The following should be done each year
  - a. Update ILL Resources page
  - b. Update Journal Locator page (link)
  - c. Update Other Organizations page
  - d. Update Annual Operating Plan
  - e. Update Annual Report
  - f. Update Calendar
  - g. Update Committees listing
  - h. Update Member Demographics
  - i. Update Member Email Directory (or as email changes are announced)
  - j. Update Membership Information
- 7. The following should be done twice each year
  - a. Update electronic membership directory
- 8. All other pages should be updated as needed.
- 9. Prepare an annual report for the membership for publication in April Council Quotes.
- 10. Update this list of duties each year and submit to President and incoming committee chair in April.

Executive Committee members should also review the web site and determine how they can expand or update information that already exists on the site, or what might be added to the web site as a committee project for the coming year.

The CCML web site maintains a standard design, set by the Internet Committee under the direction of the Executive Committee, to present a consistent appearance. Submissions should maintain the design theme that is already in use. Do not submit pages with buttons, bars, or other graphics that are not consistent with the web site.

Email communications to the editor about web page changes / new pages to upload to the server should include:

1. Identification of the sender
2. What the file contains
3. Where it should go on the web page
4. Any linked pages that need updating as a result of the change
5. Specific directions on changes to existing pages
6. Full signature information for further contact.