

Internet and Social Media Committee

Membership and Charge

Description

An Internet and Social Media Committee, shall create and maintain the content of the CCML website, oversee CCML social media, and oversee the CCMLnet listserv. A Chair for the committee is designated by the incoming President. The Chair of the committee designates a member as Social Media Coordinator and a member as List Manager. At least four total committee members are recommended, in order to insure enough depth to meet the group's responsibilities. The Chair and committee members work closely with other CCML committees and officers to coordinate efforts in communicating effectively with the CCML membership.

Chair Duties

1. Attend CCML Membership and Executive Committee meetings, or designate a representative to attend and submit reports, as needed for these meetings.
2. Take suggestions and submissions from the Executive Committee and the membership to Internet Committee in order to expand and develop new content for the website.
3. In communication with the other committees and officers, maintain, or designate committee members to maintain CCML web content. (e.g., Secretary for meeting minutes, Treasurer for budget postings, and CCML officers for upcoming meeting details).
4. Produce an annual committee report.
5. Executive committee chairs and CCML officers have their own "internal area" on the CCML website for housing committee documents and procedures. Authorship rights to the internal committee areas are granted/maintained by the Chair on an ongoing basis as new officers and committee members are appointed or elected every year. Additionally, the Chair updates committee and officer rosters on the website on an annual basis, with information received from CCML Executive Committee. The Chair, or designated committee members may train CCML officers (as needed) to use their respective internal website areas.

Social Media Coordinator Duties

The [Social Media Coordinator](#) is responsible for maintaining and posting to the CCML Facebook group (at <https://www.facebook.com/groups/ccmldenver>). Committee members will support the Coordinator with content and postings to CCML social media.

1. Social media activities will consist of:
 - a. Posting regularly to the group's site with information about job openings, upcoming events, pictures they have taken from CCML meetings, and other librarianship-related topics.

- b. Encouraging CCML members to post and comment to foster an environment of discussion and collaboration.
- c. Monitoring the group and minimizing spam accounts and posts.
- d. Reporting on the status of the group, such as calls for more engagement, statistical performance, and other "news" at the membership meetings as needed.
- e. The Social Media Coordinator may initiate the creation of other social media accounts, including posting policies for those accounts. Prior to creation, gathering feedback and discussion on these new efforts from CCML members is recommended. The Coordinator and/or the Internet Committee Chair must gain approval for new social media efforts from the Executive Committee.

CCML List Manager

The CCML List Manager works with the Membership Committee and the Treasurer to insure new CCML members are added to the CCML email list. The List Manager role may be fulfilled by anyone on the committee, including the Chair. Details about the CCML list (CCMLnet listserv) are on the website at <https://www.ccmlnet.org/list>.

List of CCML Public Web Pages

What follows is a list of CCML website pages which are part of the site in 2022, and need to be monitored for consistency and accuracy.

- A. About CCML
 - i. History (*see Archives Task Force for info*)
 - ii. Contact
 - iii. CCML Archives (*see Archives Task Force for info*)
- B. Membership
 - i. Join Us (*see Membership Committee Chair*)
 - ii. Directory (*see Membership Committee Chair*)
 - iii. Discussion List (CCMLnet listserv)
 - iv. Member Photos
 - v. Member Achievement Blog
- C. Events
 - i. Upcoming events (display on the homepage) (*see CCML officers for info*)
 - ii. Past events
- D. Education
 - i. Continuing Education (*see Education Coordinator for info*)
 - ii. Isabelle T. Anderson Collection
 - iii. MLA Education Resources
- E. Governance
 - i. Committees (*see respective chairs*)
 - a. Awards
 - a. Marla Graber Award
 - b. Library Champion Award
 - b. Bylaws

- c. Education
 - d. Fundraising
 - e. Internet
 - f. Library Cooperation
 - g. Membership
 - h. Nominating
 - i. Social Media
 - ii. Officers and Duties *(see CCML officers for info)*
 - a. Past Officers and Chairs
 - iii. Reports, Minutes and Documents *(see CCML officers for info)*
 - a. Archived Minutes
 - iv. Bylaws & Mission
- F. Resources
 - i. AHIP
 - ii. Local Resources
 - iii. Marketing and Advocacy
 - iv. MLA Resources
 - v. Resource Sharing

[Last reviewed or revised](#)

Name: Jeff Kuntzman, Catisha Benjamin, Ellie Svoboda, Marie St. Pierre

Date: 06/08/2022