

Internet Committee Chair

Description

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.

Duties

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/Personify). Alternatively, coordinate training that is done for CCML website authors by other internet committee members.
4. Work with CCMLnet list manager, CCML membership committee, and the CCML treasurer to insure new CCML members are added to the CCML email list.
5. Produce an annual internet committee report for CCML president.
6. 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 2022, and need to be monitored for consistency and currency either by the chair or individual committee members.

- A. About CCML
 - i. History (*see Archives Task Force*)
 - ii. Contact
 - iii. CCML Archives (*see Archives Task Force*)
- 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. Past events
- D. Education

- i. Continuing Education (*see Education committee chair*)
 - 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 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

Last reviewed or revised

Name: Jeff Kuntzman

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