

## **POLICIES HANDBOOK: WEB EDITOR**

### **SCOPE OF RESPONSIBILITIES**

The NDLA Web Editor is responsible for maintaining the organization's web site, but is not responsible for providing the content for the web site. The Web Editor receives official documents and information from Executive Board members as intended to appear on the web site, converts that content into web ready format and posts it to the web. The Web Editor posts library job openings and library related announcements at the request of any NDLA member providing the content adheres to policies set forth in the NDLA web site policy statement.

### **MEMBERSHIP**

The Web Editor is appointed by the President of the Association and serves a term concurrent with that of the President. The Web Editor may succeed him or herself. The Web Editor is a nonvoting member of the NDLA Executive Board.

### **REPORTS**

The Web Editor submits a written report at each Executive Board meeting and an annual report at the conference.

### **BUDGET**

- A budget request is solicited by the Finance Committee prior to the first Executive Board meeting
- Operating expenses are approved by the Executive Board of NDLA
- Following Executive Board approval, the Finance Committee will distribute the operating budget
- The operating budget for the Web Editor includes travel to Executive board meetings, annual payment for a commercial web service, charges for maintaining the Associations domain name, and any necessary software

### **REIMBURSEMENT**

See Reimbursement Policy Handbook

<http://www.ndla.info/Handbooks/reimbursementpolicy.pdf>.

### **CHRONOLOGICAL GUIDELINES**

#### September

- Attend Executive Board meeting(s) at the annual conference.
- Post meeting minutes to the web site as received from the NDLA Secretary.

- Post meeting reports to the web site as received from section, roundtable, and committee chairs.
- Post approved Policies Handbooks to the web site as received from the Chair of the Constitution and Bylaws Committee.
- Create a backup of the web site.

#### October – November

- Prepare a budget request for the Finance Committee.
- Create a web page for the next annual conference.
- Update the web site with information on the new President

#### December

- Attend Executive Board meeting as scheduled and prepare written report for the meeting.
- Post meeting minutes to the web site as received from the NDLA Secretary.
- Post meeting reports to the web site as received from section, roundtable, and committee chairs.
- Post approved Policies Handbooks to the web site as received from the Chair of the Constitution and Bylaws Committee.
- Post the December issue of *The Good Stuff* to the web site as received from the Chair of *The Good Stuff* Editorial Committee.
- Create a backup of the web site.

#### March

- Attend Executive Board meeting as scheduled and prepare written report for the meeting.
- Post meeting minutes to the web site as received from the NDLA Secretary.
- Post meeting reports to the web site as received from section, roundtable, and committee chairs.
- Post approved Policies Handbooks to the web site as received from the Chair of the Constitution and Bylaws Committee.
- Post the March issue of *The Good Stuff* to the web site as received from the Chair of *The Good Stuff* Editorial Committee.
- Create a backup of the web site.

#### April-May

- Post the list of Flicker Tale Award winners and new nominees to the web site as received from the Chair of the Flicker Tale Committee.
- Post the ballots for the Flicker Tale Awards as received from the Chair of the Flicker Tale Committee.

## June

- Attend Executive Board meeting as scheduled and prepare written report for the meeting.
- Post meeting minutes to the web site as received from the NDLA Secretary.
- Post meeting reports to the web site as received from section, roundtable, and committee chairs.
- Post approved Policies Handbooks to the web site as received from the Chair of the Constitution and Bylaws Committee.
- Post the June issue of *The Good Stuff* to the web site as received from the Chair of *The Good Stuff* Editorial Committee.
- Create a backup of the web site.

## August

- Post the August issue of *The Good Stuff* to the web site as received from the Chair of *The Good Stuff* Editorial Committee.
- Post the order form for the Flicker Tale Award nominees as received from the Chair of the Flicker Tale Committee

## Ongoing

- Post conference information to the web site as received from the President Elect.
- Update award, legislative, and professional development information as received from section, roundtable, and committee chairs.
- Post position openings and announcements to the web site as received from the NDLA membership.

Revised and Approved by Executive Board 3/14/08

Reimbursement statement revised by Executive Board 12/12/12