

Web Committee

Purpose:

To oversee maintenance of the NEA Web site, ensuring that the site adheres to its mission, and to coordinate NEA's Newsletter and Web site efforts.

Term:

Three years. The Committee is comprised of the Web Coordinator, a Newsletter Liaison, Outreach/Public Relations/Current Events Liaison, and a Jobs/Membership Liaison. The Web Coordinator is a non-voting member of the Executive Board.

Mission of the NEA Web Site (approved by the Board, July 1999):

The NEA Web Site promotes an active and knowledgeable New England archives community by informing members of organizational activities, encouraging communication among members and others, and providing information about NEA, the New England archives community, the archival profession, and archives-related research resources to all interested persons.

Web Committee Major Duties

Revised January 2005.

Approved by the Board January 2005.

Web Committee Goals:

To produce a Web-based information resource that serves NEA leadership, membership, and non-archivists, and to ensure the flow of content from NEA officers, committees, volunteers, and members to the NEA Web site.

General tasks which all members of the Web Committee will contribute to include:

- Report to the Board quarterly.
- Work with committees to develop their sections of the Web site.
- Oversee maintenance of the Web site.
- See position descriptions for specific duties

Web Coordinator Major Duties

- With the aid of the Web Committee, devise graphical design and content standards.
- Edit and markup content for the Web site and perform other tasks necessary to maintain the Web site, including checking for broken links and finding appropriate links to other organizations, etc.
- Solicit Web content as appropriate per the Web Committee calendar.
- Monitor data accuracy and standards adhesion of content from other Web Committee members and other Committee contributors.
- Work with the NEA Archivist to establish and maintain a records management program for the Web site.
- Solicit technical support as needed from the Web Committee.
- As a member of the Web Committee, contribute to the quarterly report to the Board.

- Remind and encourage officers, committee chairs, and others to fulfill their obligations to submit content for the web site.
- Maintain all online NEA board related documentation as necessary.

Web Coordinator Calendar

Revised January 2003.

Approved by the Board January 2003.

Four times a year (Jan/Feb, Apr/May, July, & Sept/Oct.):

- Prior to each Board meeting as a member of the Web Committee, contribute to the quarterly report to the Board.
- After each Board meeting, once minutes have been approved by the Board, email the Secretary for an electronic copy of the minutes to be posted online.
- If you are not able to attend Board meetings be sure to review the minutes for any information which should be put up on the website.
- After each Board meeting, email committee chairs and elected officers to confirm their contact information.
- After each Board meeting, email President for time, location and date of next Board meeting.

In addition:

- **Monthly:** check links under "Internet Resources."
- **January:** post that Hale award applications are due 2/15 and Haas Award applications are due 3/1.
- **February:** remind Webmaster(s) to most that Hale award applications are due 2/15.
- **March:** email SAA Education Coordinator for upcoming Fall Meeting Workshops and collect: course title, instructor(s), date, time, cost, description and number of continuing education credits.
- **November:** post Distinguished Service nominations due 1/1.

Newsletter Liaison Major Duties

- Work extensively with the Newsletter Editor Representative to the Web Committee to ensure prompt delivery of Newsletter content online with the publishing of each successive issue of the Newsletter.
- Maintain archive of online Newsletter content
- After publication of each newsletter, make sure that files for Internet Tidbits, From the Pres., From the Editors are posted. In addition, check the Calendar and Job Announcements sections in the newsletter for items that should be added to the website.
- As a member of the Web Committee, contribute to the quarterly report to the Board.

PR/Outreach/Events Liaison Major Duties

- Work with Outreach, Program, Education and Local Arrangements Committees to ensure that current information on upcoming NEA events (or archival events in general) is published on the NEA Web site.
- Maintain the archive of reports/images/documentation relating to events mentioned above.
- As a member of the Web Committee, contribute to the quarterly report to the Board.
- **January/February:** if not already online, email Spring Program Committee Chair(s) for preliminary Spring Meeting information.
- **February:** email Fall Program Committee Chair(s) for location and dates of Fall Meeting.
- **March/April:** email Spring Program Committee Chair(s) and Local Arrangements Chair(s) for final version of Spring Meeting program.
- **June:** if not already online, email Fall Program Committee Chair(s) for preliminary Fall Meeting information.
- **July:** email SAA Education Coordinator for upcoming Spring Meeting Workshops and collect: course title, instructor(s), date, time, cost, description and number of continuing education credits.
- **August/September:** email Fall Program Committee Chair(s) and Local Arrangements Chair(s) for final version of Fall Meeting program.
- **September:** email Spring Program Committee Chair(s) for location and dates of Spring Meeting.

Job Postings/Membership Committee Liaison Major Duties

- Maintain NEA online jobs list.
- Assist Membership committee with any future online Membership database and/or "Members Only" area of the NEA Web site.
- Assist Membership committee with any NEA Listserv management/usage issues.
- As a member of the Web Committee, contribute to the quarterly report to the Board.
- **October 1:** email Membership Secretary for information re: dues renewal deadlines notice for homepage.