



Chair Committee Position Descriptions and Timeline of List of Duties

WEBSITE AND PUBLICATIONS COMMITTEE

Overview:

The committee as a whole is responsible for keeping the website up to date. Mark Gorka and his team at B Practical (“webmaster”) make the actual updates to the website and maintain the listserv roster (using roster information provided by Melissa Cordova, Membership Chair), but this committee is responsible for content creation and providing said content to Mark to implement. The committee is responsible for reviewing the website for any bad links or outdated information, as well as providing other content that the board/other members may pass along, such as meeting minutes, investigative resources, helpful links, job postings, helpful listserv content to be archived, etc.

The chair serves as the “gate-keeper” of website content and is responsible for communication with the webmaster, to avoid redundancy in requesting updates. There are limited situations in which case a member of the board may have contact with the webmaster directly, and, the chair of the membership committee will communicate with the webmaster as it relates to roster updates, but website chair serves as the main point of contact between OBI and the webmaster.

The chair of the Website and Publications Committee is responsible for the following matters:

Manage and monitor the OBI website for any problems or issues

Review content on the OBI website to ensure all information is current

- Annually (or semi-annually) contact the point of contacts from each state for a review/update of their jurisdiction’s investigative resources page (check to ensure all links are working, remove old links/info, provide new helpful links/pages)

Review listserv emails/content for helpful topics archived on the OBI website

- Reach out to the original poster and request that they provide helpful responses to the committee then provide content to the webmaster to be posted on the listserv email archive

Establish relationship with members of the committee, so the committee can work as a team to keep the content on the website current.

Provide updates and quarterly reports to the OBI Board regarding the website. Also, seek approval for any expenditure regarding the website with the OBI Board

Organize and coordinate all aspects of publicizing surveys, reports, guidelines, publications, and other materials, in addition to managing OBI's website