

TECHNOLOGY

Committee Chairs shall be appointed/reappointed on a 3 year basis by the President.

Role Description

1. Attend all board meetings
2. Advise board on technology matters
3. Prepare articles for COUNSELINK
4. Publish board meeting minutes on the website after they have been accepted in Adobe Acrobat format
5. Review all contract for Internet service / web hosting yearly (July to July service)
6. Request monthly updates for all web pages from the person responsible for the page.
7. Update the WebPages as directed at least monthly
8. Review all web pages and links to verify it is working satisfactorily
9. Review WSCA link messages daily to keep on top of any problems (have alternate contact person if you cannot be reached or are on vacation)
10. Help WSCA members with sign-up problems with WSCA link

REV 9/2005

TIMELINE

Technology

July

- Annual payment for web hosting is due
- Review previous year contracts
- Review previous year budget
- Review new years budget
- Internet fees and web hosting fees paid on a yearly basis (July to July)
- Update web pages as directed
- Plan for changes with the website as major changes should not take place during the school year
- Recruit help with the committee

August

- Attend LDI / board meeting
- Inform new members of their responsibilities to web pages (scholarship, conference, etc)
- Review procedures for updating website with board members
- Update web pages as directed

September

- Update web pages as directed

October

- Update web pages as directed
- Make sure forms for membership, conference, scholarship etc., are updated and put on web with appropriate links and verify the page with appropriate committee / person

November

- Update web pages as directed
- Do not make major changes after this point to avoid down time prior to the conference

December

- Update web pages as directed

January

- Update web pages as directed
- Attend board meeting
- Receive conference hosting responsibilities

February

- Attend WSCA conference
- WSCA conference duties
- Make sure appropriate pictures are taken for the website

March

- Update web pages as directed
- Change the conference page to highlight next year conference
- Delete but save the forms for previous year
- Replace old award and scholarship winner pictures

April

- Update web pages as directed
- Hand in budget request for next year (fees include web hosting, internet access, specialized programming fees, and any equipment needs)

May

- Send message to WSCA link reminding members to unsubscribe for the summer
- Update web pages as directed

June

- Update web pages as directed
- Make changes to website now to assure they work for the fall
- Plan for next year
- Meet with successor