Chapter 11: Special Officers

This chapter discusses the three Special Officers who serve the Chair and are non-voting members of the Steering Committee.

Archivist
Website Administrator
Virtual Meetings Coordinator

I. Archivist

A. Archivist Role

The GODORT Archivist is responsible for collecting, organizing, and maintaining the official records of the Round Table.

An Archivist is appointed by the GODORT Chair and serves until either party terminates the term of office.

The Archivist receives all materials being submitted to the GODORT archives, reviews the materials to ensure that they conform to the retention period and list of appropriate materials (as described in the PPM Chapter 3, Steering Committee, Sect. V, Records and Archives), requests additional materials as necessary, and transfers materials to the GODORT archives as appropriate.

B. Archivist Responsibilities

The specific functions of the GODORT Archivist include, but are not limited to:
1. Receiving materials from GODORT members or former members; removing unneeded materials as outlined in the PPM and organizing the materials.
2. Maintaining the printout of information removed from the GODORT Web site as received from the Website Administrator.
3. Soliciting records from outgoing committee chairs and officers, as well as former members.
4. Responding to requests from members for information maintained in the Archives.
5. Forwarding materials from the GODORT archives to the ALA Archives at the University of Illinois at the appropriate time.
6. Using the current communication tool(s) employed by the Steering Committee.
II. Website Administrator

A. Website Administrator Role
The GODORT Website Administrator is responsible for GODORT's online presence, serves as GODORT's liaison to ALA's web staff, and coordinates the Round Table's web managers to provide accurate and timely content.

The Website Administrator is a member of the Publications Committee.

The Administrator is an appointed position filled through an application and interview process and serves a three-year term of office, which is renewable.

B. Website Administrator Responsibilities
The specific functions of the Website Administrator are as follows:
1. Schedules and chairs at least one annual meeting of the Web Managers at either the Midwinter Meeting or Annual Conference.
2. Participates in Publications Committee meetings at the Midwinter Meeting and Annual Conference.
3. Facilitates communication among Web Managers between conferences.
4. Adds new or updated content (e.g., $DttP$ images, tables of contents, communications from the Chair, and GODORT letters) to the website and wiki, as needed.
5. Creates a new GODORT directory with committee rosters in the wiki at the start of each term and turns it over to GODORT unit leaders to edit and maintain.
6. Works with the Past Chair to create and maintain a schedule on the wiki before each ALA meeting.
7. Reviews all minutes posted on the wiki after meetings for consistency of formatting.
8. Maintains and updates all pages not maintained by GODORT committees.
9. Uses the current communication tool(s) employed by the Steering Committee.

III. Virtual Meetings Coordinator

A. Virtual Meetings Coordinator Role
The Virtual Meetings Coordinator will support GODORT virtual meetings by coordinating the usage of GODORT’s virtual meeting space. This individual serves as a resource for members of GODORT who wish to take advantage of the features offered by GODORT’s virtual meeting space.

The Virtual Meetings Coordinator is appointed by the GODORT Chair and serves until either party terminates the term of office.
B. Virtual Meetings Coordinator Responsibilities

The specific functions of the Virtual Meetings Coordinator are as follows:

1. Maintains a calendar to coordinate availability of the GODORT virtual meeting space.
2. Provides training and guidance for meeting coordinators.
3. Provides technical support during meetings, if requested.
5. Troubleshoot technical issues with the platform.
6. Develops and maintains a list of best practice resources for virtual meetings.
7. Uses the current communication tool(s) employed by the Steering Committee.