

# Drupal Committees

Pre-Step: Locate iMIS Committee Code

**iMIS<sup>15</sup>**

Home

Customer

Manage comm

Customers

New

Drupal can dynamically populate from iMIS using a committee code. Find your committee's code in iMIS before you start.

- Manage customers
- Manage committees
- View activity tasks
- ✘ Manage Accumail
- Manage duplicates
- Generate reports
- Import activities
- ✘ IQA

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- ✘ Set up tables
- ✘ Set up module

Group

ALA  
Ala-Mpsprecon  
Ala-Mpspro  
Ala-Mpsrt  
Ala-Mpsrt2  
Ala-Mpsrtcatf  
Ala-Mpsstaff  
Ala-Nfil  
Ala-Nm  
Ala-Nm2011  
Ala-Nm2012  
Ala-Nm2013  
Ala-Oitp  
Ala-Oitpamlib  
Ala-Oitpcopy  
Ala-Oitpedit

**Members:**

Ask your Staff Liaison for the committee code.

# Add content

## Login/Add Content

Step 1: Login, Add Content command

Choose the Committee content.

### Add content

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Basic Page, Members

Use *Basic Page, Members* for static content that can be updated by member-volunteers. (This is the same as Basic Page but with different permissions.) Do not use for Press Releases.

Committee

Committee summary and description template.

Redirection

Add a redirection from one node to another, or to an external URL.

# Add Committee Code and Title

## Step 2: Required and dynamic field entry

### Create Committee

Committee or Group Title (GGT) \*

Committee ID

Charge

Roster

Committee Cycle Date

Public Posts

Charge

Charge Heading

Charge

This is not editable.

Committee Charge



Type in the Name of the Committee. This is a required field.

Type in the iMIS Committee code. **(UPPERCASE)**

This will dynamically pull the roster according to the term dates in iMIS.

Type in the committee's charge or mission here.

# Leave the Roster Blank

**Step 3:** Unless you are not pulling roster data from iMIS

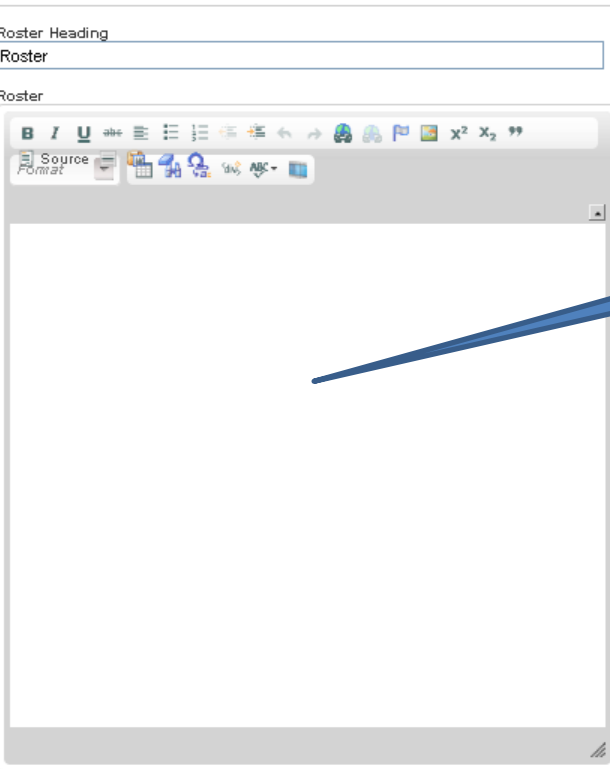
Charge

Roster Heading  
Roster

Roster

Committee Cycle Date

Public Posts



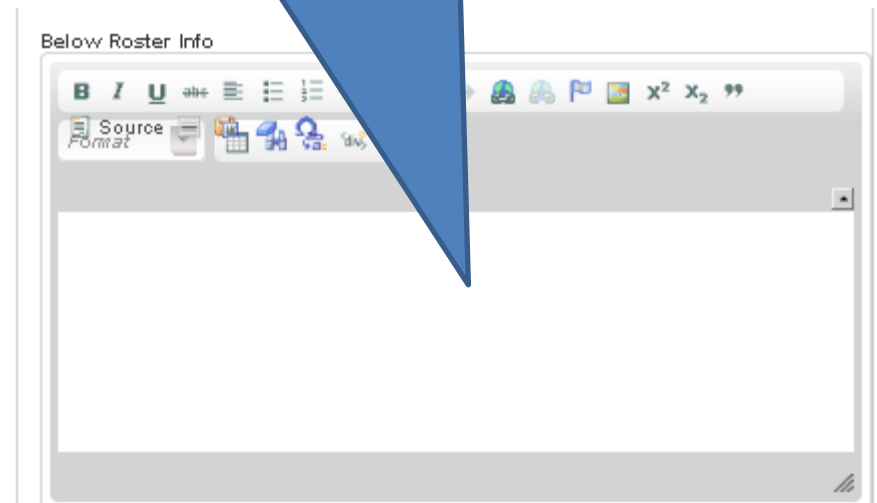
[Disable rich-text](#)

This is dynamically brought in so do not edit.

Leave Blank

Provide instructions on how to request full roster contact details to non-members

Below Roster Info



[Disable rich-text](#)

Use to provide publishers or other non-members with info about what to do if they have a legitimate need to request full roster contact details.

Hide Roster

Hide Roster Navigation

# RSS Feeds = Public Posts

## Step 4: Dynamically post from ALA Connect

You need the URL to the RSS feed here. Use these 3 steps below:

Charge

Roster

Committee Cycle Date

**Public Posts**

RSS Feed

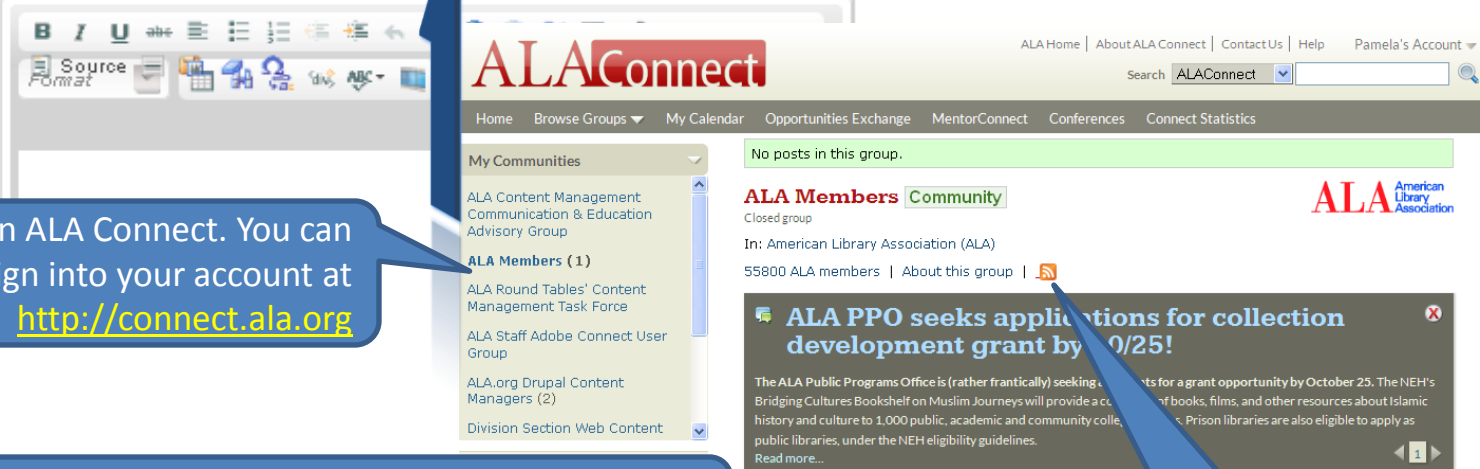
Title  URL

Public Posts from ALA Connect Heading

Public Posts from ALA Connect

Heading not editable.

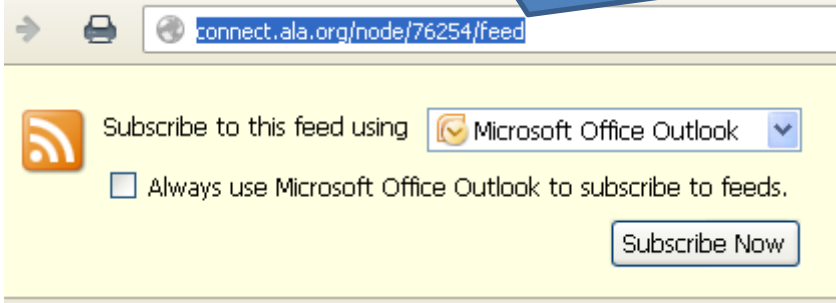
Public Posts Dynamically Added



Go to the group on ALA Connect. You can sign into your account at <http://connect.ala.org>

Grab the link; copy it to your clipboard and paste to URL field in Public Posts in Drupal

Click the RSS icon to go to the feed.



# Scroll to add Resources

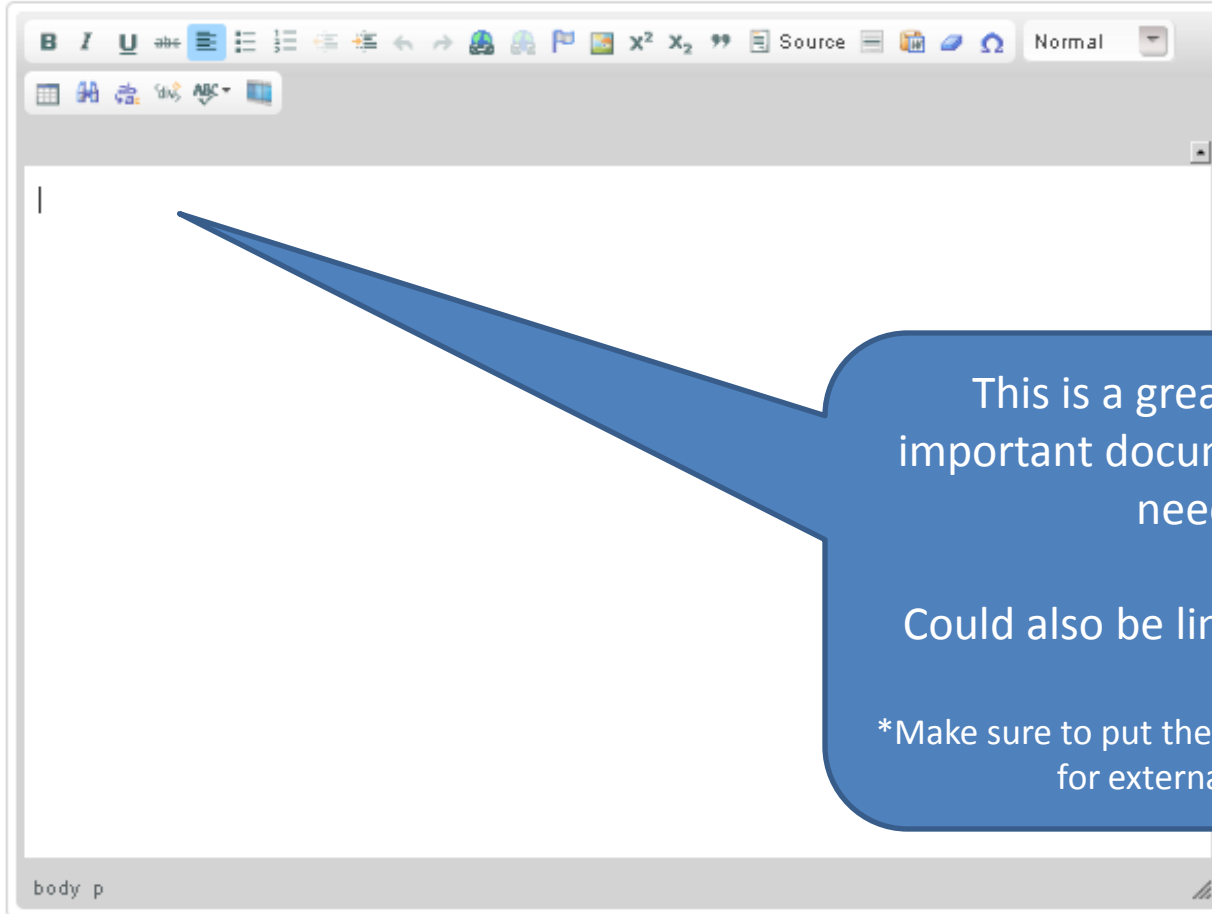
## Step 5: Optional

Resources Heading

Resources

After heading to reflect content below.

Resources Content



The screenshot shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, list, link, unlink, image, video, table, etc.) and a 'Normal' style dropdown. Below the toolbar is a large, empty text area with a vertical cursor at the beginning. A blue callout bubble points to this area. At the bottom left of the editor, the text 'body p' is visible.

This is a great place to add links to important documents that the committee needs to refer to.

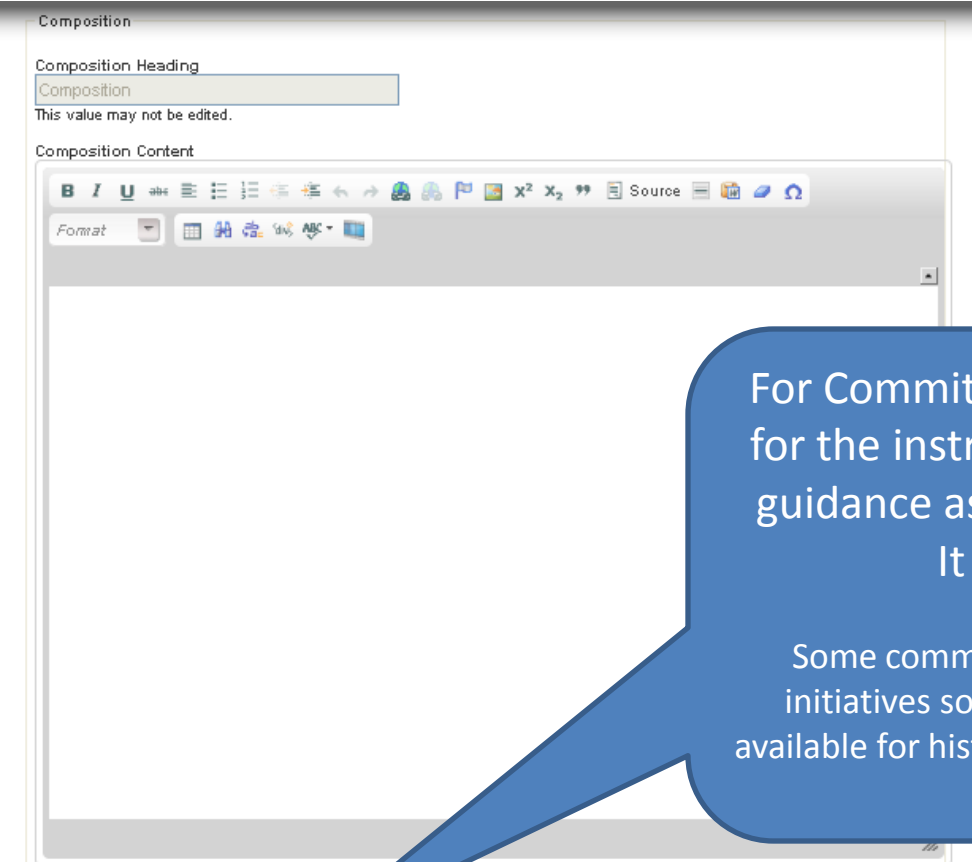
Could also be links to outside resources.\*

\*Make sure to put the correct type of link (absolute path for external, relative for internal)

[Disable rich-text](#)

# Watch for instruction under fields

## Step 6: Optional Committee fields



For Committee fields like “Composition”, watch for the instruction and sample copy to give you guidance as to what is needed for these fields. It is located AFTER the field.

Some committees were born out of other taskforces or initiatives so the Origin and Optional Category fields are available for historical and other committee relate information that can be added to the page.

[Disable rich-text](#)

The purpose of this field is to communicate the structure of the committee or group so that interested members can determine whether they are eligible to serve. The default text below can be edited, but please include the same kind of information as is shown below. Note that this is NOT the area to write about the founding of the group or its name changes. Use the Origin section for that content.

### Sample Content

All IS standing committee and task force chairs and members are appointed for the coming year by the Vice-Chair/Chair-Elect of the Section. It is the general policy of the Section to appoint to the committees and task forces a combination of experienced IS members and those who have not previously served on Section committees and task forces. In some cases, members are reappointed for a second term. Terms are staggered to provide overlap and continuity.

# Metadata & Access

**Step 7:** Making the Committee visible to search engines

ALA Metadata

Multi media

Taxonomies

Flags  
No flags

URL path settings  
Automatic alias

Comment settings  
Closed

Scheduling options  
Not scheduled

Metadata

Metadata

Author

Author's content

Editor

Editor of the content

SEO Title

Search Engine Optimization Title

SEO Description

SEO meta tag field for description to improve search engine results.

SEO Keywords

Theme Configuration

Theme Configuration

Hide Breadcrumb  
Check to hide breadcrumb on this page

Hide Right Sidebar  
Hide right navigation sidebar.

Hide Left Sidebar  
Hide left sidebar

Access Data

Access Data

ALA Metadata

Scroll down to the bottom of the page to:  
add **metadata**;  
set **access** rights;  
add **taxonomies**  
to the committee page.



# Only Members can see the entire contact info



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## Affiliates, Chapters, Related Groups & Organizations

## Committees

## Communicate & Connect

## Council

## Divisions

## Get Involved

## Member Communities

## Member Leader Resources

## Round Tables

## Round Table Coordinating Assembly (RTCA)

### Charge

This assembly acts as a conduit for information among round tables and various units and offices of ALA.

### Roster

**Therese G. Bigelow** (RMRT Chair, June 30, 2012, to July 1, 2013) - [tbigelow1@me.com](mailto:tbigelow1@me.com)

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Dublin, OH 43017-3315

**Ms. Anne E. Harrison** (FAFLRT Chair, July 1, 2012, to June 30, 2013) - [anha@loc.gov](mailto:anha@loc.gov)

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Home » Round Table Coordinating Assembly (RTCA)

### Edit Committee Round Table Coordinating Assembly (RTCA)

Add the committee, subcommittee or other group's title here, followed by their acronym in parentheses. Example: Budget and Review Committee (BARC)

**Committee or Group Title (GGT) \***

**Committee ID**

#### Charge

Roster

Committee Cycle Date


































Public Posts

#### CHARGE

**Charge Heading**

This is not editable.

**Committee Charge**

**B I U**                                 

This assembly acts as a conduit for information among round tables and various units and offices of ALA.