

Information Coordinator

Overall Duties

- Oversee computer and other technology matters for the organization, at meetings and events
- Oversee and back-up Website and Social Media Coordinators
- Oversee electronic communications to membership such as eblasts

General Information

- Coordinator of a standing committee and member of the Board of Directors
- Appointed by the Board of Officers during the annual transition process
- Length of term is two years; may be appointed for a second term, if desired

Common Duties and Procedures

- Attend board meetings and member meetings.
- Save and update passwords, and technical instructions associated with your position. Keep this documentation current in order to be passed along to the next person in your position.

Committee Guidelines

- For information on required membership status of committee members, new project approval and acquisition of materials, see page 48.

Overall

The Information Coordinator oversees the Website Coordinator, the Social Media Coordinator and any other technology related volunteer positions and activities. The Information Coordinator will work with these specialists and assist in making technology issues as trouble free as possible. The Information Coordinator will be responsible for audio-visual functions at meetings (or will appoint a trained back-up when necessary), and will assist presenters and speakers as requested. The following specific duties and responsibilities include:

EQUIPMENT

- Manage LBS Hardware assets. Keep everything in working order; this includes the LBS laptop and related accessories such as cameras, portable microphone, spare projector, etc. Keep computer updated and fully charged for each meeting.
- Load and test PowerPoint presentations and other material provided by Membership and/or other committees for use at Membership meetings

WEBSITE AND SOCIAL MEDIA

- Coordinate with Website and Social Media Coordinators to ensure information presented is current and accurate
- Confirm that information submitted by Committee Chairs and/or Board members is posted promptly per instructions. In the event discrepancies are found, work with Committee Chairs, Website and Social Media Coordinators, and President or President-Elect to resolve issues
- Manage Google Drives site including access by Board Members. Assist secretary LBS to manage documentation and adhere to the Document Retention Operating Guide.

FUNCTIONS AT MEETINGS

- Coordinate with library/facility staff as needed to ensure the LBS computer interface to the Library Community room is functioning correctly for presentations at meetings. Ensure the computer can interface to other systems at other meeting room locations. Provide audio microphone assistance as needed.
- Assist presenters and guest speakers as needed to present material from outside sources

COMMUNICATION COORDINATOR DUTIES

- Assist with composing and editing e-Blast messages. Manage the sending of e-blasts to membership as needed and on behalf of other board members.
- Monitor the LBS gmail account. Forward email messages and respond to requests as needed.

GENERAL

- Be available as needed to assist with any computer-related issues.