

MEMORANDUM

From: SWDSI Strategic Planning Committee
Mike Hanna, Tom Jones, Binshan Lin, and Robert Pavur

To: SWDSI members

Date: January 21, 2010

Subject: Webmaster proposal

According to the minutes of the SWDSI Officers Meeting in November 2003, Bill Smith volunteered to serve in an interim position as Webmaster. The minutes of the Officers Meeting in November 2005 indicate the creation of the Webmaster position had not been finalized and a motion would be presented to the membership to create a formal position. As best as can be determined, apparently nothing was ever done.

At the SWDSI Officers Meeting held in November during the 2009 DSI Conference in New Orleans, the SWDSI Strategic Planning Committee (SPC) submitted a proposal (see below) for the term of office and duties of the SWDSI Webmaster. A motion was made, seconded, and passed to bring the SPC proposal to the membership and to allow the SWDSI President to appoint a Webmaster before the 2010 Annual Meeting in Dallas. Please note that the position of Webmaster can be formalized without amending the SWDSI Bylaws.

The Webmaster proposal is an agenda item for the SWDSI Business Meeting on March 4, 2010.

SWDSI Webmaster

Term of Office

The appointed non-officer position of Webmaster is for a three-year term, which may be re-appointed.

Duties

The Webmaster shall be responsible for designing, developing, marketing, maintaining, and coordinating all Internet/web activities of SWDSI. In order that information on the SWDSI website is kept current, the Webmaster shall request, as deemed necessary, and receive

information from SWDSI officers and chairs of committees, such as the files containing the write-ups for the recipients of the Distinguished Service Award and of the Outstanding Educator Award.

The Webmaster shall update, as necessary, files which contain the following information, as well as other materials to document the SWDSI's history, and shall post these files on the SWDSI website:

1. Roster of current officers
2. Roster of Past Presidents
3. List of Outstanding Educator Award recipients
4. List of Distinguished Service Award recipients
5. List of Lifetime Achievement Award honorees
6. List of Distinguish Paper Award recipients
7. Minutes of Executive Council Meetings and Business Meetings
8. *SWDSI Officers Job Descriptions Manual*
9. SWDSI Constitution and Bylaws
10. Online Member Directory
11. Annual meeting announcements
12. Annual meeting programs
13. *SWDSI Proceedings*