

## 2006-07 VASFAA COMMITTEE MEMBER POSITION DESCRIPTION

### I. WHAT IT IS

**Name of Committee:** Electronic Services

#### **Committee Co-Chairs and Contact Information:**

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**Ideal Committee Size:** 3

#### **Committee Purpose and Goals:**

**Purpose:** Review the needs of the Association for computer hardware and software applications to ensure their smooth and reliable functioning, including recommending when new equipment or software should be purchased. The Committee is also responsible for coordinating the maintenance of and updates to the VASFAA web site in accordance with the web site policies. When appropriate, this committee may also facilitate training opportunities for the general membership to enhance understanding of new technologies in electronic media and communications.

**Standard Goal #1:** Work closely with the VASFAA Board, VASFAA committee chairs, and ATAC Corporation to coordinate updates, additions, and revisions to the VASFAA website. (Strategic Plan Reference: Section 4.4A (2,3), 4.5A (2,3), and 4.5B (4))

**Standard Goal #2:** Work closely with the VASFAA Training Committee to explore technology-related training opportunities for the VASFAA membership. (Strategic Plan Reference: Section 4.5A (1,2,3))

**General Nature of Committee Tasks** (This is intended to give you a sense of the range of tasks. You would not necessarily be expected to do all of these.):

- Review website pages, looking for outdated information and links to be updated.
- Send change requests to ATAC Corporation for both the website and the membership database.
- Answer questions from VASFAA members about what's on the website and how to access it, specifically the Members Only areas.
- Design and create new website layouts to keep it interesting.
- Attend training events where technical assistance is requested.
- Conduct workshops on technological advancements in coordination with the Training Committee.
- Assist the Membership Committee in managing the membership database.
- Inventory and track all of the VASFAA hardware.
- Coordinate and staff voting stations for electronic voting at the 2005-2006 Conference.
- Receive invoices and request payments to ATAC Corporation.

### II. WHAT'S IN IT FOR YOU

This committee is perfect for individuals who prefer to be in a support role, rather than an out-front and more visible position. You'll have the opportunity to learn more about website construction, database maintenance, and software in general. Also, since this committee supports all of the others, this is a great way to get to work with some senior VASFAA members. And finally, you'll get the credit when new, really cool technologies (like online voting) get introduced.

### III. WHAT IT REQUIRES

Similar to all volunteer work, taking on this responsibility requires a commitment and willingness to follow through with committee activities and be an active participant in whatever role you chose to serve. Background knowledge in website design or software maintenance would be useful, but is certainly not necessary.

**Minimum Time Commitment:** Website changes usually only take a few hours every month. Online voting and the conference itself always take the most planning and effort. Other projects would likely only involve a few hours of research at a time.

**Expenses:** VASFAA will reimburse for all committee related activities approved by the Committee Chair.  
 VASFAA will not reimburse for attendance at the VASFAA Annual Conference in May.

**2006-2007 COMMITTEE OPERATIONS CALENDAR**

**Electronic Services**

<b>Position</b>	<b>Month</b>	<b>Description of Task</b>
Electronic Services	July	Bring up new/changes to the web design.  Change welcome page and executive board/committees page to reflect new administration.  Obtain pictures of board members/committee chairs to post to the web site.
Electronic Services	August	Post June Retreat info including minutes, photos, etc. to the web site.  Obtain info from conference chair about the upcoming conference and post to web site.
Electronic Services	February	Obtain info from conference chair about the conference and post to web site.
Electronic Services	March	Post election nominees' pictures and candidacy statements to the web site.
Electronic Services	May	Post election results to the web site.
Electronic Services	June	Remind president-elect to prepare welcome letter to be posted to web site.  Discuss with president-elect his/her wishes for web site changes or enhancements.
Electronic Services	Ongoing	Update web calendar as necessary.  Post committee updates to the web site as necessary.  Listserv maintenance.