

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 website 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 1 144.02 207neW*a0092 0 6rnB/n

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 with the Technology Committee to provide accurate and timely content.

The Website Administrator serves as the Chair of the Technology Committee.

The Website Administrator is a member of the Publications Committee.

The Website 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 Technology Committee

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.
4. Creates and administers accounts in association with virtual platform.
5. Troubleshoot technical issues with the platform.
6. Develops and maintains a list of best