



Oregon Association of Municipal Recordors

INTERNET COMMITTEE PROCEDURES

The Chair of the committee should have back ground in Website creation and maintenance. HTML knowledge is not necessary if they are familiar with Web design programs such as Front Page.

Chair responsibilities:

(September)

- Acquire the photos taken at the Annual Conference of all the Board Members.
- Contact the new President and ask if she would like to change the opening statement on the Home Page. Updates are recommended if there are specific dates on the page.
- The newly elected board members should be contacted for information to create their Officer's Bio page. Some of the information can be acquired from the statement provided in the elections section of your Conference manual.
- send a letter to your committee members welcoming them to the committee.

Committee responsibilities:

- Provide the Chair person with any updates you see are needed.
- Provide events from your region to be posted on the events page.
- Occasionally check links and information to make sure all updates are current.
- At least once a month check the bulletin board for in appropriate subject matters and manage any pages you are assigned to.
- Occasionally you will be asked to research information and provide information regarding a new page that is being designed.

Common page updates through out the year.

Board Notices:

- There is a direct link to the Board notices on the home page.

Quarterly Newsletters/IIMC Reports:

- Provide links to the PDF files that will be provided by that Committee Chair.

Events Page:

- The President will provide the dates of the Board Meetings, these should be added to the Events page, with as much information as possible.
- At the board meetings you should be provided with events, region meeting dates, the next board meeting, or committee meetings to be added to the events page.

- Committee member should be asked to keep you up to date on any events they feel should be added to the events page.

Jobs Available page:

- The page is open to any position that a City Recorder may be interested in. Other state agencies are encouraged to place an advertisement on this page. It is helpful to acquire their city logo to help identify the city and a web link to that city. Make sure you get a deadline, some cities are doing a continuous open until filled, at that point I would suggest a 30 day advertisement.

Membership Page:

- The membership page requires the most updates. The Membership Committee Chair will provide a list of members at the Annual Conference. The membership page on the Website is for CURRENT members. Do not remove past members until six months after the Conference, there may be late submissions. During the year the Membership Chair will email updates for new members or changed members. OAMR members will also email you with changes or updates to their own information. Provide this information to the Membership Chair person.
- Do not update all information submitted with out informing the Membership Committee Chair person.

Committee Page:

- Should be updated following the Annual Conference with new Committee Chairs, or job descriptions. The Committee Chairs should be supplying this information as soon as the Board has approved it.

Scholarship Page:

- This page will have updated scholarship forms thought out the year, the Scholarship Chair person will provide those when they are ready to post.

Bulletin Board/Forum/email list serve:

- There will be requests throughout the year for additions to the list serve. Most are spam or junk mail and those are deleted. Approve only those that are OAMR members or Associate Members.
- Keep an eye on posts to the Bulletin Board sometimes non-members will by pass the system and post adds.

Misc. Information:

City Web links - This page is currently only for OAMR member cities. A link is provided in the website for LOC where all the links for Oregon Cities is available. Committee members should occasionally check these links to make sure they are viable links, and have not changed.

Current Committee List

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