

## **Roles and Responsibilities of the AALLNET Coordinator**

### **Requirements/Prerequisites**

- Must be knowledgeable about the people and developments within the association.
- Demonstrated ability as a writer and editor and proofreader.
- Excellent communication skills.
- Must attend all meetings of the AALLNET Advisory Committee.

### **Roles**

- As an ex-officio member of the AALLNET Advisory Committee, the AALLNET Editor works with the committee to fulfill its charge, including content management and archival functions.
- The AALLNET Coordinator works with the Director of Information Technology and Web Administrator to ensure technological compliance and availability.

### **Responsibilities**

- Monitors all aspects of AALLNET content and accessibility, conducts ongoing evaluation and analysis; suggests and encourages content for site.
- Develops review procedures and acts as referee for documents submitted for publication within AALLNET.
- Coordinates publication of entity annual reports on AALLNET.
- Uses content standards to foster member content creation and maintenance. Provides leadership in overseeing further opportunities for developing content.
- Coordinates (and provides some) substantive editing of web content.
- Manages migration of selected materials from *AALL Spectrum*, *Law Library Journal*, and other publications.
- Identifies archival materials to be converted for inclusion on AALLNET; facilitates transfer of AALLNET materials to AALL archives.
- Creates and maintains systems for ensuring the freshness of website content.

- Serves as liaison to association entities as a resource for developing their own content on AALLNET.
- Advises Executive Board on editorial policies that assist in the development of AALLNET.
- Assists AALLNET Advisory Committee with reviewing and establishing AALLNET (graphics, document template, and content creation and maintenance) standards. Serves as an ex-officio member of the AALLNET Advisory Committee and attends the meetings of the committee.
- Conforms to deadlines and production requirements as set by the AALLNET Advisory Committee and Executive Director.
- Consults with the Law Library Journal and AALL Spectrum Editorial Board and Advisory Committee to fulfill its charge, including the long-range editorial content and direction of AALLNET. Attends the meetings of the committee.