

Website and Publications Committee

The chair of the Website and Publications Committee is responsible for the following matters:

Manage and monitor the OBI website for any problems or issues.

Review content for the OBI website so that all information is current.

Communicate with the webmaster (currently APEX Management) concerning content, updates and security of the OBI website. Also, communicate with platform host (currently Wild Apricot) concerning content, updates and security to the OBI website.

Organize and coordinate all aspects of publicizing surveys, reports, guidelines, publications, and other materials, in addition to managing OBI's website.

Communicate regularly with the Chair of the Membership Committee, for membership information that is included on the OBI website.

Provide updates and quarterly reports to the OBI Board regarding the website. Also, seek approval for any expenditures regarding the website with the OBI Board.

Review and tag Listserve content to be put on the OBI website.

Establish relationship with members of the committee, so the committee can work as a team to keep the content on the website current.