VOLUNTEER LEADERSHIP POSITIONS ON WEB COMMITTEE

SBOT BUSINESS LAW SECTION

1. Vice Chair for texasbusinesslaw.org Student Editorial Board, responsible for:
   * We will create a website Folder for the student editorial board
     + Publicly viewable, application available
   * Talk to David East about housing the responsibility for this at STCL.
   * Talk to all law school contacts about this

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| * + - SMU | * + - UNT Dallas |
| * TAMU – Ft. Worth | * STCL |
| * TSU-Thurgood Marshall | * St. Mary’s |
| * U Texas | * U of Houston |
| * Texas Tech | * Baylor |

* + Perhaps the start of the student ed board year would be the same as the state bar year, June 1, 2018 – May 31, 2019. The students could serve for a one year term or two year term.
  + Purpose: Have students format content, write abstracts for content, perhaps do analytical case notes, serve the committee work and other projects.
  + Benefit for Students: Access to all areas of the website; Accolade of being on the editorial board masthead; Experience in Web Content Publishing including some overall training; Networking Events among themselves and with experienced attorneys
  + Committee Liaisons: Website, Newsletter, Membership
  + Perhaps assign student editors to the substantive committees?
  + Two from each law school? 20 total per two year “class”. So, we could have 40 at any one time
  + Events for the Student Editorial Board managed and put on by the Membership Committee and/or invite them to attend our CLE or quarterly meetings?

1. Vice Chair for Infrastructure Development, responsible for:
   * planning improvements, getting approval from Council of Chairs for the project, getting approval for contract or SOW from state bar,
   * working with web developer to implement the development and maintenance SOWs,
   * changing or maintaining permissions/roles for the committee chairs, student editors, bloggers and others with special access.
   * Helping construct new ways of presenting and managing content on the web, such as RLC’s mind map project, decision trees/guided decision making tools for members, etc.
2. Vice Chair for Content, responsible for:
   * Recruiting “firm size”-diverse and geographically diverse members of the section to be authors or “acquirers” of authors and content If we can get an up to date excel spreadsheet of the section membership, we can pick some firm size diverse and geographically diverse people.
   * Maintaining an editorial calendar for the year, coordinating with the Journal and Vice Chair of the Section in charge of CLE
   * Planning / coordinating content around particular relevant themes, using and placing (and replacing or archiving) “Collections” in key places on the website
   * Organizing known experts on a subject to edit content for the site to enable the site to maintain quality; Organizing cite checkers (perhaps student editors)
   * Managing tags on items of content through Keyword Manager and TxBizLaw Custom Vocabularies
   * Managing Home Page Slider messages with AMC, the Newsletter and Membership Committees
   * Managing “What’s New” with the Newsletter Committee
   * Managing and monitoring the case law content for new articles and relevant themes
3. Vice Chair for Engagement of the Membership, responsible for:
   * Strategies for increasing engagement with the website, coordinating with Membership Committee
   * Putting out alerts concerning content available and seeking comment, working with the Content Sub-Committee
   * Managing comments to items of content on the site. Making sure they are constructive.
   * Fielding ideas for new content relevant to the members of the Section through an “Ideas / Contact” form and other means
   * Strategies for making members aware of the My Profile feature and getting them to use it; Making members aware of the ability to find colleagues with different kinds of expertise;
   * Strategies for spotlighting members and their expertise on a rotating basis.
   * Events, web features such as forums or “Ask Daryl about the TBOC”, contests and touches/impressions with the goal to create community.
4. Progress Conference Calls/Google Meets with Web Leadership every two weeks for 30 – 60 minutes once a month or perhaps biweekly.