

Battle of the Books

Responsibilities of the MHLS Battle of the Books Website Administrator

Responsibilities of MHLS Battle of the Books Committee Members:

- Fully participate in committee activities by attending meetings and conducting business by telephone and written communications.
- Act in good faith and in accordance with what they believe to be in the best interest of the Battle of the Books program and its participants.
- Problem solve as a group.
- Publicly disclose any actual or perceived conflicts of interest and not vote on such committee matters.
- Be aware of (through attendance, review of minutes) and able to discuss pertinent issues.
- Elect a chair and vice chair; held for two year terms.
- Each member of the collective is responsible for participation in the following: fundraising, volunteer recruitment, title suggestions and selection, assessment and adjustment of rules and planning procedures, question writing, selecting a regional facility.

***Website Administrator** - This position is held until such time as the administrator can no longer perform their duties.

- Keeps all aspects of website up to date including: managing Google docs (surveys, etc) accessed through the website, adding materials and information as necessary.
- Coordinates with Battle of the Books Chair and sub-committees as necessary.

Timeline

September – After Regional Event

- Post pictures* and results from the regional event **Pictures should be sent by Publicity/Promotion sub-committee*
- Update Book Lists 2005- Present document

October [Meeting]

- Send book submittal form spreadsheet to Chair and Vice-Chair before October meeting date.
- Archive information as necessary
- Post meeting minutes – available from Google Group – posted by Vice Chair

November

- Renew domain name – submit for reimbursement

December [Meeting]

- Update participating members list
- Post group book buy order form, coordinate with group book buy volunteer
- Post final list of titles
- Post meeting minutes – available from Google Group – posted by Vice Chair

January

- Empty book submittal form and rename for the following year
- Send group book buy spreadsheet to book buy coordinator

February [Meeting]

- Update rules, question writing information, pronunciation guide.
- Post recruitment bookmark, posters, flyers from Publicity/Promotion sub-committee
- Post meeting minutes – available from Google Group – posted by Vice Chair

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March

- Post question submittal form
- Post recruitment bookmark, posters, flyers from Publicity/Promotion sub-committee

April

- Update site as needed

May [Meeting]

- Send question submittal form spreadsheet to designated book editors
- Post meeting minutes – available from Google Group – posted by Vice Chair

June

- Update site as needed

July

- Update site as needed

August [Meeting]

- Post facility information (address, directions, parking) provided by Facility sub-committee
- Post competition bracket (will have room assignments and order of play) - provided by Chair
- Post meeting minutes – available from Google Group – posted by Vice Chair

September - Before Regional Event

- Update site as needed