

ARLIS/UK & Ireland Website Editor – Role specification

Purpose of *ARLIS/UK & Ireland Web site(s)*

The *ARLIS/UK & Ireland Website* is a service provided for the membership and the wider world of art library professionals. The primary purpose of the ARLIS/UK & Ireland Website is to disseminate news to and about members, publicise ARLIS/UK & Ireland activities, events and publications and support the work of our Committees and the administration of the Society.

Editor's role

- To be a member of the Publications Committee.
- To be responsible to Council via the Chair of the Publications Committee for the overall content, accuracy and quality of the ARLIS website.
- To consult Council via the Chair of the Publications Committee on matters of overall content, policy, cost or design of the ARLIS Website.
- To liaise with VADS (the Website hosts) over the technical issues relating to the Website and its structure.
- To liaise with the *News-sheet* Editor(s) regarding shared content and with Committees and the Business Manager over the development of content.

Main responsibilities

1. To monitor quality, currency and ensure the accuracy and appropriateness of information published on the Website by checking the content of web pages regularly.
2. To work closely with VADS (the Website hosts) to ensure the Website technical infrastructure is maintained and developed.
3. To liaise closely with the Business Manager, the Editors of the *ARLIS News-sheet* and the *Art Libraries Journal* and also the Chairs of Committees and Working Parties.
4. To maintain knowledge and awareness of web technology developments and to explore ways to maximize the Website's effectiveness as a means of communication both within the ARLIS community and externally.
5. To ensure Committee Website contributors are trained to manage their Committee's online content and provide advice to contributors as necessary.
6. To publicise ARLIS events, especially the annual conference, in consultation with Council, Chair of the Education & Professional Development Committee and the Chair of the Conference Working Party.

7. To originate ideas for new web pages, design or lay-out for the Website in consultation with Council; to compile material for these or find contributors as appropriate.
8. To attend meetings of Council and the Publications Committee.

Appointment of the Website Editor

ARLIS Council appoints the Website Editor, who is then responsible to the Chair of the Publications Committee concerning operational issues and to Council in respect of issues of policy.

There may be two Website Editors appointed to share the workload or one Editor and an Editorial Assistant.