



AccessAbility SIG Job Descriptions for Officers and Key Positions

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Background

To ensure the consistent, efficient, high-quality operation of the AccessAbility SIG (A-SIG) during the community year and during the transition to new officers at the end of the year, standard guidelines for job descriptions are established and documented.

Document Purpose

The purpose of this document is to present *basic guidelines*. Its purpose is *not* to formalize job descriptions, responsibilities, and workshares and define them so tightly and specifically as to prevent essential flexibility in the management structure.

Several basic cultural properties of the A-SIG could change from year to year. The strengths and goals of new officers may differ from those of the previous administration. The availability of ample and suitable volunteers may fluctuate. The dynamics of the SIG or even the Society may change. Building flexibility into these guidelines allows changes to take place quickly in response to changes in the SIG or Society culture or circumstances.

Related Documents

Please see also the following:

- A-SIG Succession Plan
- A-SIG Transition Plan
- A-SIG Election Procedure
- A-SIG Five-Year Strategic Plan
- A-SIG Membership Procedure
- A-SIG Rechartering document (includes mission statement, goals and objectives, strategies, and activities)

Elected Positions

Term of Office: The official term of office for the elective offices is for the next community year (July 1, 200X to June 30, 200X+1). However, with the approval of the

Steering Team*, the three elected officers may extend their term for one year without having to be re-elected.

SIG Manager

Administrative lead; head Steering Team*; handle problem-solving, Board reports, succession/elections, SIG awards, and other specific activities; delegate duties to assistant SIG manager as appropriate.

- Strategic planning
 - Maintain Five-Year Strategic Plan
 - Review and update present mission statement, goals and objectives, strategies, and activities as needed (contained within A-SIG Rechartering document).
- Administration (with volunteers for specific projects)
 - Publish a calendar of events for the year
 - Submit detailed Board reports tri-annually to the Assistant to the President (AP) for Virtual Communities, in conjunction with Board meetings
 - Lead A-SIG participation in the SIG managers' list and telecons
 - Write manager's column for newsletter
 - Serve as our primary point of contact with the AP for Virtual Communities with responsibility for regular communication
- Other duties
 - Ensure that nobody gets burned out
 - Communicate, communicate, communicate!
 - Resolve conflicts or differences of opinion
 - Ensure a strong succession of leadership in offices and key positions for the following STC year.

Assistant A-SIG Manager

Workshare and responsibilities as assigned by the SIG manager. The A-SIG manager guides the assistant A-SIG manager with prioritizing and delegating tasks as appropriate.

- Serve as deputy to the A-SIG manager, fulfilling his/her responsibilities when the A-SIG Manager is unavailable or unable to do so.
- Other than the deputy function, the duties of the assistant A-SIG manager are deliberately left open, to accommodate differences in the leadership style of the A-SIG manager and other officers as these positions change hands over the years.

Secretary/Treasurer

Budget, accounting, fund-raising; assist SIG manager with record-keeping and reporting to the Board. This is a critical position since the SIGs will become fiscally autonomous, like geographical communities, on July 1, 2006.

- Develop, administer, monitor, and report on the SIG budget and finances

- Handle reimbursement of expenses incurred by A-SIG members
- Execute fund-raisers and seek sponsorships as needed
- Lead effort to submit a highly competitive entry for a SIG award; identify areas of responsibility to develop the award support materials packet; oversee assembly and submittal of documentation

Appointed Positions

Term of Office: The term of office for the appointed officers is at the discretion of the SIG manager and the appointed officers.

Newsletter Editor(s)

Plan, edit, design, and produce *Achieve!* (with the assistance of authors, copy editors, and reviewers)

- Publish tri-annually, plus a short special edition for the conference
- Plan issue content; solicit articles from authors
- Write articles and columns; coordinate copy editing cycle
- Design and produce newsletter in two online formats: .pdf and .html (fully accessible)
- Send e-blasts to A-SIG membership announcing publication of each issue, with copies to all SIG newsletter editors, the STC 1st vice president, and the AP for Virtual Communities
- Enter the newsletter in the annual STC competition

Note: At the discretion of the A-SIG manager and the volunteers who are producing *Achieve!* and in the interest of reducing individual workloads, this position can be divided into two co-equal editorships—a content editor/lead copy editor and a production editor—or, if sufficient volunteers are available, into a full staff of four co-equal editors: a managing editor, a content editor, a production editor, and a copy editor. As a minimum, if there is a single editor, he/she may need assistance in the support functions from other A-SIG members during intense publication periods.

Membership Manager

Contact new members each month; pursue new members

- Maintain and periodically update the electronic new-member orientation package
- Follow the A-SIG's codified process for welcoming new members, determining their interests and areas of subject matter expertise, pairing them with compatible A-SIG members, and encouraging them to participate.
- Periodically update and publish (internally) the A-SIG membership directory
- If the need should arise, organize and coordinate a membership campaign to sustain or increase the A-SIG population
- See also the A-SIG Membership Procedure

Web Site Administrator(s)

Maintain and expand Web site (with assistance)

- Ensure the site remains fully accessible
- Monitor new web trends and technologies and implement on site as appropriate
- Monitor LISTSERV discussions and periodically post links to new online resources that emerge on the LISTSERV
- Archive SIG newsletters; accessibility-related conference papers, presentations, and handouts; SIG administrative documents; and other articles and information pertaining to accessibility

Note: At the discretion of the A-SIG manager and the volunteers who are administering the Web site and in the interest of reducing individual workloads, if sufficient volunteers are available, this position can be divided into four co-equal administrator spots—maintenance webmaster, accessibility expert, usability expert (including a user focus group), and a content “scout.” As a minimum, if there is a single administrator, he/she may need assistance from other SIG members at times of peak maintenance and update requirements on the Web.

LISTSERV Administrator

Monitor and control the A-SIG LISTSERV

- Maintain subscriber list
- Monitor LISTSERV discussions and ensure professional etiquette is observed. Limit off-topic discussions without stifling camaraderie.
- Send periodic e-blasts to membership highlighting events on LISTSERV and encouraging its use and/or provide a regular column in *Achieve!* for the same purpose
- Establish reciprocal LISTSERV exchanges with other organizations interested in accessibility

Public Relations Manager

Initiate, promote, and coordinate accessibility-related public relations activities, both within and outside STC

- Encourage and coordinate communication of accessibility-related information to other STC communities and Society leaders
- Encourage and coordinate communication of accessibility-related information to other professional organizations interested in accessibility
- Encourage and coordinate communication of accessibility-related information to business enterprises who employ technical communicators
- Encourage and coordinate communication of accessibility-related information to business enterprises in general

Note that these outreach campaigns are presented in order of decreasing priority (i.e., start within STC and gradually, over a 5-year period, expand our messaging)

- Each year, document public relations accomplishments and apply for year-end STC award
- Monitor other communities' Public Relations activities for modeling opportunities
- Create templates, procedures, and other materials as appropriate; collect documents, flyers, news bulletins; archive resources for future PR managers

Accessibility Manager

Produce conference accessibility guides, conduct site inspections, serve as expert resource on accessibility

- Lead research, development, writing, editing, and publication of the annual conference accessibility guide
- Perform site inspections of annual conference facilities to collect input for the guide
- Share ideas with other professional organizations; serve as a consultant
- Explore the possibility of formalizing an accessibility “mini-stem” within the usability stem and serve as mini-stem leader
- Aggressively pursue corporate sponsorships to fund accessibility-related initiatives; diplomatically pursue opportunities for personal sponsorships

Research and Publishing Manager

Encourage and coordinate research and publishing initiatives on disability- and accessibility-related subjects.

- Coordinate submittal of accessibility-related proposals for the annual conference, including at least one A-SIG progression or panel
- Oversee conference preparation to ensure presenters on accessibility provide papers for the *Proceedings* and publish briefings and handouts on the conference web site
- Work with the accessibility manager on a potential “accessibility sub-stem” within the usability stem
- Provide content for special conference edition of *Achieve!* roadmapping accessibility-related sessions and activities
- Encourage and oversee publication of accessibility-related articles in *Tieline*, *intercom*, and *Technical Communication*
- Encourage and oversee publication of accessibility-related articles in the newsletters and journals of other professional organizations interested in accessibility

- Via LISTSERV postings, publicize opportunities to publish or conduct presentations or workshops on accessibility at the conferences of other professional organizations interested in accessibility
- Work with the web site administrator(s) to ensure accessibility-related publications are archived on the A-SIG web site
- Contribute a column to *Achieve!*

* The Steering Team is comprised of all elected and appointed officers, other active A-SIG members, and senior advisors from the original Special Needs Committee. The A-SIG manager invites members to join this governing body at his/her discretion. No A-SIG member who requests membership in the Steering Team shall be denied such. Note that the A-SIG's Five-Year Strategic Plan calls for the development of codified bylaws for governance of the community in 2006-7. This will take time; in the mean time, the Steering Team serves as an informal "check and balance" on the officers. Elections and major decisions like a name or logo change are conducted via referendum of the full community; routine administrative and operational matters are conducted by the officers, under the oversight of the Steering Team and the AP for Virtual Communities.