

Staff/Digital Media Editor
NABE Website "Assignments"
(last change July 1, 2014)

Join or Renew – DBS Staff

New member – DBS Staff

Manage or Renew – DBS Staff

Dues & Payment – DBS Staff

About NABE – DBS Staff

History and Mission – DBS Staff

Board of Directors – DBS Staff

Committees (general Administrative updates) – DBS Staff

Committees (committee activities) – Both

Governing Documents – DBS Staff

Elections – DBS Staff (general administrative updates), Digital Media Editor (profiles or interviews as feasible)

FAQS – Both

Contact Us – DBS Staff

Membership Directory – DBS Staff

Sections – Both, with Digital Media Editor focusing on development of resources and news of the sections with DBS staff focusing on maintenance of leadership information, links to meeting registration, awards, etc.

Resources – DBS Staff

Listservs – DBS Staff

Community Groups – DBS Staff, general upkeep, member management; Digital Media Editor to help foment discussions [this is a new feature on the site that will allow the Discussion Groups, Sections, etc. to have a place to post content (pictures, documents, etc.) and have discussions on the website; Digital Media Editor could play a large role in many of these groups that aren't closed to members for confidentiality (adding content/resources and maybe used to identify trends, etc.)]

Reference Documents – DBS Staff (general updates), Digital Media Editor (assistance in augmenting available resources)

Careers and Job Announcements – DBS Staff - Static page that just links to DBS job listings

Sponsor Marketplace – DBS Staff (general updates); Digital Media Editor (to review potential ways to draw more members to the page)

Annual and Midyear Meetings – DBS Staff

Scholarships – DBS Staff

Compensation and Benefits Survey – DBS Staff (could change depending on future of the survey)

Webinars – DBS Staff (could change depending on growth of webinars)

New Tab: Trends – Digital Media Editor

New Tab: Association Templates and "How To's" – Digital Media Editor

New Tab: You Should Be Reading (synopses and links to recommended materials on other sites) – Digital Media Editor

Events – DBS Staff (promotional and registration), Digital Media Editor (expansion of program summaries, perhaps interviews with speakers and participants)

News & Publications – DBS Staff

NABE News – While DBS Staff would focus on organizational news and the Digital Media Editor on external news, it is expected that the work would be collaborative and each may at times suggest or provide content in the area which is less the focus of their attention. [DBS staff would organize and post the publication]

Bar Association News – Digital Media Editor (this is an archive of articles previously posted on front page)

Awards – DBS Staff and Digital Media Editor

Bolton – DBS Staff (nominations process, administration), Digital Media Editor (winner information, news releases)

Peer Excellence – DBS Staff (nominations process, administration), Digital Media Editor (winner information, news releases)

LexisNexis Community and Educational Outreach – DBS Staff (nominations process, administration), Digital Media Editor (winner information, posting of other submissions, news releases)

Anne Charles, Wally Richter, Luminary – DBS Staff (nominations process, administration, to the degree that the Sections themselves do not do it separate and apart from NABenet.org), Digital Media Editor (news releases, winner information)

Governmental Relations Section Award - DBS Staff (nominations process, administration, to the degree that the Sections themselves do not do it separate and apart from NABenet.org), Digital Media Editor (news releases, winner information)