JOBLINE COMMITTEE: PROCEDURES
Updated June 2006

I. Selection and Requirements:

- The chair is appointed by the president and is an advisory council member.
- The chair recruits two other chapter members to divide up the necessary tasks. The chair may call on committee members and other chapter members with the necessary skills to act as backup in case of illness, vacation or other absence. Donation solicitation may be delayed until the return of the committee member, but the web version of the Jobline contains time-sensitive information. Efforts should be made to find temporary replacements, when necessary, to insure that the job listings are posted on the Friday that they are due to be posted.

II. Procedures:

- Responsibility for and income from the Jobline alternates every two years between the San Andreas and the San Francisco Bay chapters.
- Annual budget is submitted to the board and should include such expenses as postage and stationery (for donations person).
- The chair submits an annual report to the chapter president summarizing actions and results of the committee (number of postings, SLA member vs. non-member postings, amounts received, difficulties encountered and those resolved or suggestions for resolving them).
- Members of the Jobline Committee may not respond to Jobline listings until they are posted on the Jobline website.

III. Division of Tasks:

Ideally, there are three people on the committee:

1. Contact Person

- Receives Jobline announcements by email until Tuesday COB.
- Receives listings for the upcoming Jobline and answers questions about Jobline procedures either by phone or by email.
- Acknowledges all submissions within 1 business day of receipt The date for posting to the website will be included in the response.
- Phones or emails people with postings to clarify information they've submitted and to inform them of the donation requested for listings when necessary.
- Transfers various job postings to a Word template file and edits this information to meet word count and web format criteria, typically by Thursday afternoon.
- Submits donation solicitation information by email to donation solicitor. Checks are sent directly to the chapter treasurer.
- Sends written notification of changes in Jobline contact person to editors of the chapter newsletters, the chapter membership directory chair and the webmasters of the chapter websites.

- Takes about 1-3 hours per week.

2. Web Jobline

- Receives script from contact person, typically by Thursday afternoon.
- Converts text format to HTML.
- Posts this information to the chapter website via File Transfer Protocol (FTP).
- Updates Jobline index page. This page indexes the listings for the latest four weeks. Updates any other listings that need correction.
- Takes about 1-2 hours per week.

3. Donation Solicitor

- Receives solicitation information from contact person (job listing, contact information, SLA member or non-member).
- Prepares and emails donation requests after job has been listed for three weeks.
- Purchases postage, stationary and other supplies needed for mailings, although contributions are accepted. These expenses are reimbursed by the chapter by submitting a check request to the treasurer.
- Maintains a log of jobs listed and donations requested and received in an Excel file.
- Checks are sent to the Donation Solicitor who then logs them in and sends them to the Treasurer.
- Takes about 1 hour per week.

IV. Records and Reports

- The chair submits an annual report at the request of the chapter president. This report summarizes the annual activities of the committee, including the number of jobs listed and the amount of money invoiced and received during the year.
- The chair prepares a budget request for the finance committee. This report should take into account all expenses including stationery and stamps for invoices.
- Outgoing chair gives the incoming chair all files, samples, templates, reports, documentation and any other relevant information.