PSO Digital Communications Handbook

Updated: Spring 2018

Officer Duties per Current Bylaws

PSO Digital Communications Officer shall:

A. Attend all Professional Staff Organization and Officer Council meetings.
B. Maintain and update the Professional Staff Organization web site and member database.
C. Send email notices of meetings, agenda items, and other points of information to all members via Professional Staff Organization email
D. Receive training in the use of Umbraco to perform website updates. Changes made to design or structure of Professional Staff Organization web site must be approved by Officer Council.
E. Obtain election results from Professional Staff Organization web site and communicate to Vice Chair for announcement.
F. Perform other duties as may be assigned by the Chair or Officer Council.

Responsibilities

Attend Officers Council Meetings

1. Officer Council shall meet no less than four (4) times during each calendar year.
2. Meetings of officers can be conducted in person, via phone, or via email

Attend scheduled PSO Member's Meetings

1. The Professional Staff Organization Members will meet at least four (4) times per year; traditionally it is 6 meetings, plus PSO Social
2. PSO meeting responsibilities
    a. Be knowledgeable of "Roberts Rules of Order"
    b. Report any changes to the website or digital communications process
    c. Report on election deadlines and website information during PSO Officers elections and Employee of the Year voting
3. Prior to meeting (approximately one week), post the agenda to the webpage and e-mail members the agenda link
4. After the meeting, post the minutes to the webpage

Assume role of Chair or Vice Chair in the event of absence

1. When necessary, the Digital Communication Officer may need to take responsibility of attending meetings on campus representing PSO
2. When necessary, run regularly scheduled meetings in the absence of the Chair and Vice Chair

Committee Service

1. Please see PSO Committee Handbook for more information
2. The Digital Communications Officer has been asked to represent the PSO on several campus committees, which included:
    A. President's Council – Attended on behalf of PSO Chair as scheduled and as needed
    B. PSO Employee of the Year – Serve on the PSO Employee of the Year Committee that oversees voting (online) for the PSO Employee of the year

Adhere to PSO ByLaws

1. Most recent copy of the PSO Bylaws is located online at on the PSO page for Handbooks and Bylaws (Full URL: http://www.lcsc.edu/pso/handbooks-bylaws/) and a hard copy is held by the Secretary
2. Bylaws govern all aspects of PSO business; it is recommended that the Digital Communications Officer become familiar with what the bylaws proscribe

Website

1. Maintain and Update the Professional Staff Organization website (www.lcsc.edu/pso); including but not limited to the following:
    a. Meeting schedule (determined at the beginning of term, then posted)
    b. Agendas and Minutes (upload before and after each PSO Members meeting)
    c. Voting/Elections webpages
    d. Special projects or events
2. Any training needed to operate Umbraco is at the discretion of the Digital Communication Officer, and they can contact the LCSC IT Department and work with a Web Developer

Email

1. Monitor and Maintain the Professional Staff Organization email (pso@lcsc.edu): including but not limited to:
    a. Maintaining Members List with contact email addresses
        i. Request a list at least twice a semester from HR
        ii. Updated list needs to be stored in the shared drive, for access by all officers
    b. Send email notices of every members meetings, agenda items, and other points of information to all members via Professional Staff Organization email.
2. All Emails are sent via Outlook, using the PSO account; Email topics include but are not limited to:
    a. Agendas and Minutes
    b. Upcoming meetings
    c. Information from HR or other campus entity

Miscellaneous Duties

1. Accept comments from PSO members to pass along to Officer Council for discussion
2. Work collaboratively with other PSO Officers as needed and requested to assist in their duties
3. Perform other duties as assigned by the Chair or Officer Council. These may include but are not limited to:
    a. adding information to the website as an announcement
    b. posting intranet announcements about PSO-related activities
    c. surveying members about an upcoming policy or event