

Communication/Information Management Committee

Member Jobs

The Database Subcommittee

- **Database Maintenance Personnel**
 - Work with members of the Operations and Membership committees to gather up-to-date information about members and non-members on the Coalition database. Update, monthly, the “Member Administration” table of the database.

- **Event/Conference Invitation Manager**
 - Work with members of the Program Committee (2 months in advance) to gather information about upcoming events/conferences. Coordinate with members of the web site committee for posting this information on the Coalition web site. Prepare (1 month in advance) graphic for each Coalition evite, upload graphic to Coalition server, find URL for map to location, prepare evite list, and send Evite.

- **E-mail Manager**
 - Receive content (and database subgroups) for Coalition E-mail from other committee members. Manage the E-mail distribution.

The Web Site Subcommittee

- **Event/Conference Announcement Manager**
 - Work with members of the Program Committee and coordinate with the Invitation Manager (2 months in advance) to gather information about upcoming events/conferences. Prepare (2 months in advance), using standard format, event announcement, additional information, and PDF flier to be posted on the web site.

- **Press Release Editor**
 - Work with members of the other committees to gather information about Coalition events and other news. Prepare “Press Releases” using standard format for posting on the web site and submission to the “Press.”

Event/Conference Summary Editor

- Attend Coalition events and take notes about the highlights of the presentations. Prepare (within 1 week), in a standard format, a summary of the event. Layout an archive article about the event which contains the summary, speaker bios, pictures, and the presentation slides (if available) for uploading to the web site.
- **Other Content Editor**
 - Review (quarterly) information on the (a) About Us, (b) Knowledge Center, (c) Alliances and Sponsors, (d) Join (membership), and (e) Contact pages of the Coalition web site. Make recommendations for additions, deletions, and/or changes to the whole committee.
- **White Paper Editor**
 - Solicit and edit BIO IT industry “White Papers” for posting on the Coalition Web Site.
- **Current BIO IT Industry News Editor**
 - Search news sites on the web for current news articles about BIO IT. Prepare “Headlines” and URLs for posting on the web site.
- **Partnering Page Editor (FUTURE)**
 - Design and maintain functionality for an interactive “Partnering” Page on the Coalition Web Site.

The Media Production Subcommittee

- **Event/Conference Brochure Editor**
 - Work with members of the Program Committee to gather information about upcoming special events and conferences. Prepare, using standard format, event “Save the Date” announcements and brochures for printing and mailing. Work with the “Database Maintenance Personnel” to maintain the mailing list.
- **Event/Conference Program Editor**
 - Work with members of the Program Committee to gather program agenda and advertising materials for upcoming special events and conferences. Prepare, using standard format, the event “Program” for printing.
- **Event/Conference Webcast/Video Manager**
 - Arrange for having Coalition events/conferences Webcast and or videotaped. Prepare product for posting on the web site.