



Type: guide	Northumbria Blood Bikes: Auxiliary Role Description - Website Library Coordinator - Handbook		
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Approved:	1 st Nov2016	By:	Executive Committee
Doc Ref	AUX4201	Version	1.0

A. Why do we need this guide

This document sets out the roles and responsibilities of a Website Library Coordinator - Handbook. It also serves as a prompt for any committee members considering creating a new role.

B. Who is responsible for this guide

The Secretary of the group is responsible for the maintenance of this guide.
The Executive Committee is responsible for approving this guide.

All members of NBB Committee and any holder of the Website Library Coordinator - Handbook role should be familiar with the information in this guide.

C. When will this guide be reviewed

The guide will be reviewed a maximum of Two Years following its approval.

D. How will changes be notified

The latest version of the guide will be made available via the members' library on the group website. New versions will be announced via email to all members of the executive committee and holders of the Website Library Coordinator - Handbook role.

1. Aims of the Role

- 1.1.** The Website Library Coordinator - Handbook will assist the Secretary to manage the items in the NBB Website library. In particular, the role will focus on policies, procedures and primers and their organisation into a members' handbook.
- 1.2.** As we have moved the content of the members' handbook into a series of focused, individual, policies and procedures we now have over 50 individual documents to control. These documents now need to be organised into a members' handbook and reviewed for:
 - Currency – Are the documents are beyond their review date
 - Consistency – A number of different formats have emerged
 - Accuracy – A number of documents now carry an out of date Charity Number or NBB Logo, and others are now no longer consistent with the new NBB Constitution

All of these will be addressed by the Website Library Coordinator - Handbook role.

2. Who does this role report to

- 2.1.** The Website Library Coordinator - Handbook reports to the Secretary.
- 2.2.** The Website Library Coordinator - Handbook will need to liaise with all document owners and authors to ensure consistency and accuracy of new documents or versions.

3. Responsibilities and Duties of the role

- 3.1.** The Website Library Coordinator - Handbook will be responsible for:
 - Review existing documents in the website library and update the documents to include the correct Logo and Charity Number.
 - Review existing documents in the website library and correct any formatting errors that have occurred.
 - Agree with the Secretary / ICT Officer a naming convention for the documents and Review / Rename existing documents in accordance with the new convention
 - Review existing documents in the website library and highlight any documents due for review to the respective owners and arrange for the document to be reviewed / updated.
 - Agree with the Secretary / ICT Officer, and subsequently manage, a document publication process to ensure that documents submitted for committee review are approved and published in a timely fashion and that updates are notified appropriately.
- 3.2.** The Website Library Coordinator - Handbook will not be responsible for:
 - Creation of new content for the library / handbook, that remains the responsibility of the committee member concerned.

4. IT System Requirements

4.1. This role requires additional access to ICT systems beyond those of a normal member

- Additional requirements for website access:
 - This role requires access to the Mail to All facility to contact these groups: riders, drivers, shift controllers, committee and all members to facilitate notifications of published documents. *Such access would not be required if it remains the responsibility of the committee member to notify members of document publication*
 - This role does need to create and update website pages. The Website Library Coordinator - Handbook role would need to be able to access the website “library items” content to create new items and to update existing items.
- Additional requirements for OLRs access:
 - This role does / does not require additional access to the OLRs.
- This role has Additional requirements for Email access:
 - This role does not require a personal NBB email address
 - This role does require a role-based email address – library_handbook@northumbriabloodbikes.org.uk
- This role requires access to a restricted forum
 - This role requires access to the forum used for managing the document review and approvals process.

4.2. Additional requirements

- This role will require access to Microsoft Office 2010 or later. Training in the use of the software, especially the use of the NBB document template will be given.
- A good standard of written English would be an advantage for this role.

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Version Control and History

Date	Version	Author:	Reason For Change
Nov 2016	1.0	Michael Thompson	First Version