

## **EDUCATIONAL TECHNOLOGY DIVISION**

### **LISTSERV MODERATOR**

#### **FUNCTION:**

To administer CALIB K-12, the official listserv of the organization.

#### **COMMITTEE MEMBERSHIP:**

Chair: Appointed by the President upon recommendation of the Vice President, Educational Technology and approval by the Executive Board. Reports to the Vice President, Educational Technology.

Term: Two years. May be re-appointed.

#### **PROCEDURES/GUIDELINES:**

1. Moderates the listserv.
2. Develops and maintains guidelines as developed in conjunction with the Educational Technology Committee.
3. Attend and make reports at meetings of the Educational Technology Committee.

#### **LISTSERV GUIDELINES:**

(To be developed following adoption of Listserv Moderator)