

PSA Digital Dialogue

Activities and its management at a glance

(Last update on 3 June, 2021)

Management Level Activities			
Position	Name	Assigned job/task	Alternate
Director	Barbara E. Miller [email: bembrit@bellsouth.net]	1. Overall management of the DD study group 2. Appointment of Group Administrators 3. Assigning Members to different groups 4. Removal of Administrators/members from the group as and when necessary 5. Assigning new groups and category 6. Welcome letters to new members 7. Correspondence/co-ordination with PSA HQ about DD activities 8. Approval of news items for the DD website 9. Organize the meeting of Management team 10. Any other matter related to DD not listed here as and when arises	Dorinda Wills
Asst Director	Dorinda Wills [email: bodori47@gmail.com]	1. Send information about DD activities and invitation to new PSA members after collecting new member list from PSAHQ 2. Forward the name and contact	Oliver Morton (Pete)

		<p>information of new PSA members who are willing to join DD to the Director</p> <p>3. Reminding DD members to renew their PSA membership before due date and follow up with those who don't</p> <p>4. Monitor and suggestions for improvement of DD activities to the Director</p> <p>5. Any other work assigned by the Director</p>	
Webmaster	<p>Tom Pickering [email: webmaster@psadigital.org]</p>	<ol style="list-style-type: none"> 1. Overall supervision of DD website 2. Add/Remove members to the DD groups when notice is received from the Director 3. Assign/remove Administrator status to a member in the group when notice is received from the Director 4. Add new group to the website when notice is received from the Director 5. Add/remove features to the website as and when required 6. Assisting Administrators in smooth operation of their group activities on the website 7. Monitor and suggestions for improvement of DD activities to the Director 8. Any other work assigned by the Director 	V G Mohanan Nair

Asst. Webmaster	VG Mohanan Nair [email: vgmn@yahoo.com]	<ol style="list-style-type: none"> 1. Training of the new administrators 2. Assist Administrators in smooth operation of their group activities on the website 3. Assist the Webmaster in his activities as and when required 4. Monitor and suggestions for improvement of DD activities to the Director 5. Any other work assigned by the Director 	
Administrators Advisor	Bev Caine [email: photobug32038@gmail.com]	<ol style="list-style-type: none"> 1. Monitor the discussions of all groups 2. Communicate with Administrators regarding issues of participation and membership within the group as needed. 3. Monitor and suggestions for improvement of DD activities to the Director 4. Any other work assigned by the Director 	
Management Member	Oliver Morton (Pete) [email: oliver.morton@yahoo.com]	<ol style="list-style-type: none"> 1. Selects Study Group photographers to be included in the Showcase and coordinates the Showcase updates with the Webmaster 2. Monitor and suggestions for improvement of DD activities to the Director 3. Any other work assigned by the Director 	

Group Level Activities

<p>Group Administrator</p>	<p><i>(One for each group)</i></p>	<ol style="list-style-type: none">1. Welcome new members when assigned by the Director2. Upload the profile photo in member bio page3. Collect monthly images and details from group members before due date4. Upload monthly images to the webpage after checking the file size5. Send reminders to members regarding images and comments during the month6. Motivate group members for inter-group discussions7. Co-ordinate member activities8. Contact/report technical problems regarding webpage to Webmaster/Asst Webmaster as and when required9. Contact/report group status to the Director as and when required10. Any other work assigned by the Director	
<p>Group Members</p>	<p><i>(Maximum 7 in each group)</i></p>	<ol style="list-style-type: none">1. Send profile picture to Administrator & add bio text to Account on joining the group2. Send monthly images & details to Administrator before due date3. Post the comments on images of the group members on regular basis before the month end.	

		<ol style="list-style-type: none">4. Try to view other group pages and participate in inter-group discussions5. Reply to comments/discussions as and when necessary.6. Contact Group Administrator for any technical difficulties not explained by Help page of the website.	
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