Article 3: Duties of Officers

Section 1: Chair

- Lead the Business Meeting portion of the Standing Group meeting at the CCCC.
- Submit the annual report no later than 30 days after the CCCC annual meeting each year. The brief annual report should include a report of activities, with recommendations for future action, and be addressed to the CCCC Officers. This report should also be sent to the OWI membership via the listserv.
- Implement the activities of the OWI at the annual CCCC.
- Organize topical program portion of the Standing Group meeting at the CCCC
- Serve as the point person/spokesperson for the Standing Group.
- Serve as the primary liaison to the CCCC and other relevant organizations.
- Conduct elections in even years.

Section 2: Associate Chair

- Assist the Chair with the duties and activities of the OWI Standing Group.
- Conduct elections in odd years.
- Assist in the planning of activities at the annual conference.
- Create CFP for Standing Group panel/workshop and lead/ assist with its development.
- Serve as liaison to other relevant Standing Groups or Consortiums.
- Organize social activities at CCCC.

Section 3: Communication Officer

- Post relevant notices to all communication channels in compliance with the bylaws.
- Coordinate the activities of the OWI Standing Group website.
- Coordinate the content of the multiple areas of the OWI website.
- Manage the communication channels.
- Take minutes at the annual meeting.
- Assist in the planning of activities at the annual conference.
- Distribute election information and links.
- Coordinate the Communication and Promotion of Working Groups.

Section 4: At-Large Member

- Assist Chair, Associate Chair, and Communications Officer.
- Coordinate Working Groups.