

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	Dorinda Wills [email: bodori47@gmail.com]	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	Barbara Asacker
Asst Director	TBD [email:]	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)

Webmaster	Tom Pickering [email: webmaster@psadigital.org]	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	

Member Showcase	Tom Buckard [email: captaintcb@comcast.net]	1. Selects Study Group photographers to be included in the Showcase and coordinates the Showcase updates with the Webmaster	
Administrators Advisor	Bob Wills [email: bodori@comcast.net]	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]	1. Monitor and suggestions for improvement of DD activities to the Director 2. Any other work assigned by the Director	

Group Level Activities			
Group Administrator	<i>(One for each group)</i>	1. Welcome new members when assigned by the Director 2. Upload the profile photo in member bio page 3. Collect monthly images and details from group members before due date 4. Upload monthly images to the webpage after checking the file size 5. Send reminders to members regarding images and comments during the month 6. Motivate group members for inter-group discussions 7. Co-ordinate member activities 8. Contact/report technical problems regarding webpage to Webmaster/Asst Webmaster as and when required 9. Contact/report group status to the Director as and when required 10. Any other work assigned by the Director	
Group Members	<i>(Maximum 7 in each group)</i>	1. Send profile picture to Administrator & add bio text to Account on joining the group 2. Send monthly images & details to Administrator before due date 3. Post the comments on images of the group members on regular basis before the month end.	

		4. Try to view other group pages and participate in inter-group discussions 5. 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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