



## **OMT Elected Officer Role Descriptions OMT Non-elected Officer and Committee Chair Descriptions**

Revised 8/2002; Revised 11/2002; Revised 2/2007, Revised 2/2008, Revised 2/2010, Revised 5/2013; Revised 7/2014, Revised 2/2015, Revised 2/2017, Revised 9/2017, Revised 1/2018, Revised 2/2018, Revised 4/2018, Revised 2/2019, Revised 5/2021

### **I. ELECTED OFFICER ROLES**

#### **Division Chair (5-year, elected position)**

*Year 1 – Program Chair Elect*

- Fall:
  - Send reminders to Reps organizing Consortia to submit their consortium in PDW system and list their faculty (this allows them to capture faculty; if they wait or you do it in Jan-March, faculty are overcommitted to other AoM Events and cannot be listed for the consortia)
  - Submit call for PDWs to Newsletter
  
- Jan/Feb:
  - Attends Executive Officers Winter Meeting (typically first weekend in February)
  - Contacts Distinguished Scholar after elections at Executive Committee meeting in Feb.
  - Informs them of the interview with the Pondy Award winner for the Fall OMT Newsletter
  - Strongly encourages winner to attend the Dissertation Proposal Workshop in future years.
  - Delegates OMT PDWs (Confirms reps are organizing consortia, division chair does Dissertation Proposal, OMT Events are being developed and coordinated by Membership Chair, other special PDWs as decided), Run PDW review process, accepts/rejects proposals and creates PDW program
  
- Pre-AoM (February to May)
  - Schedules and orders food and drink for “Meet OMT Reception” (usually scheduled on evening of and after Jr Faculty and Doctoral

Consortia and teaching Roundtables activities conclude). Coordinates with partner sponsors for Meet OMT Reception.

- Orders all food for preconference: send reminders, budgets for food and menu to Consortia organizers. Input orders from Reps for Consortia and Dissertation Workshop.
  - Keep file of order and send to Program Chair Elect in following year. (Post file of orders for Academy Meetings on Dropbox)
  - Writes description of highlights of upcoming PDW program for Spring newsletter
  - Contacts Lou Pondy Award winner (after determined by Research committee) and Distinguished scholar to inform/remind them that Lou Pondy award winner interviews the Distinguished Scholar and write up interview for the Fall Newsletter.
  - Orders Artifact to hand out at end of AOM business meeting.
  - Make sure that all program officers are listed on the program for the events in which they participate
- At AoM:
    - Ensures PDWs run smoothly (Friday through Saturday)
    - Attends “Meet EGOS@OMT” (wearing OMT vest), Executive Meeting, “OMT Distinguished Scholar Breakfast”, “OMT Business Meeting”, and “OMT Social Hour”.
    - Gives PDW report in AoM Business Meeting.
    - Convenes “Meet OMT” reception: greets people and hands out drink tickets (if these are used).
    - Introduces Distinguished Scholar at Breakfast Meeting (Monday Morning).
    - Hands out artifact at end of Business Meeting

### *Year 2 – Program Chair*

- Fall:
  - Writes calls for papers and reviewers. Key issue is to get enough reviewers for paper and symposia submissions (over 1,000).
  - Responds to Academy request for division co-location preferences (typically December). This is important -- it determines co-location for the entire conference. If request not received by December, contact Academy programs department to resolve.
  - Schedule OMT Exec Meeting (typically Sunday from 8:00-10:00)
  - Contacts the AoM office to check the tax-free status of the meeting location
- Jan/Feb:
  - Checks in paper and symposia submissions
  - Runs review process (TIM reviewer assignment and hand matching)
  - Accepts/rejects papers and creates program (assigns session Chairs and schedules papers to sessions, assigns locations of sessions)
  - Attends Division officers’ meeting in Feb.
- End Feb/March:
  - Extracts all participant contact details (not just the person submitting) of all OMT submissions to add to Constant Contact e-mail database.

- Matches all participant contact details against membership list and send personalized invitation to thank participant for their involvement and encouraging them to join OMT as a member when registering.
- Coordinates w/ Research Committee Chair on OMT Division Awards (paper, symposium and Pandy dissertation) and selects 3 papers per OMT award category based on reviewer ratings and sends to Research chair. Also confirms with Year 3 Reps-at-large that appropriate plaques are ordered for August meeting:
  - Lou Pandy Award for the Best Paper from a Dissertation
  - OMT Best Paper Award (which also gets nominated for the AoM Best Paper)
  - OMT Best Symposium Award,
  - Best International Paper, which is submitted as AoM Carolyn Dexter Best International Paper Award.
  - Best Environmental and Social Practices Award
  - Best Responsible Research in Management Award
  - Best Entrepreneurship Paper award
  - Best Student Paper Award
- April/Pre-AoM:
  - orders food for Sunday morning OMT Executive meeting, Distinguished Scholar Breakfast Meeting and Social Hour. Posts file of orders for Academy Meetings on Dropbox site.
  - Nominates papers for AoM awards: best paper from a dissertation (Newman Award) and best international paper (Dexter Award).
  - Selects proceedings papers.
  - Makes sure Paper and Symposium award winners will attend OMT Business Meeting
  - Selects ABCD winners and creates and gives out certificates at the meeting in August (contact winners prior to the meeting to sure they're coming).
  - Creates and distributes certificates to recognize Research Committee long term members identified by the Research Committee Chair
  - Onboarder: Make a list of to-dos for roles at the Academy Meeting
  - Make sure that all program officers are listed on the program for the events in which they participate
- At AoM:
  - Gives program report at AoM Business Meeting.
  - Gives program and ABCD awards at AoM Business Meeting.
  - Introduces Program Chair Elect at Breakfast Meeting (who then introduces the Distinguished Scholar)
  - Attends "Meet EGOS@OMT" (wearing OMT vest), Executive meeting, "OMT Distinguished Scholar Breakfast", "OMT Business Meeting", and "OMT Social Hour".
- Newsletter Duties:
  - In September writes the "Message from Program Chair" which includes the call for next year's AoM and the call for reviewers.
  - In Feb/March writes the "Message from Program Chair" which includes a description of the upcoming program and lists Award winners.

### *Year 3 – Division Chair Elect*

- Dec/Jan:
  - Posts calls for nominations of Distinguished Scholar and Educator/Trailblazer
  - Posts, calls for nominations of officers and Representatives
  - Identify Chair for Best Published paper committee. Chair will comprise committee and run process. Ensure process works, and that results are communicated to Year 3 Reps-at-Large to order plaque for August presentation
  - Coordinate with AoM office about opening the website for nominations (OMT opens it and closes it before anyone else)
- Jan/Feb:
  - Runs OMT distinguished scholar nominations and Trailblazer/Dist Educator Award nominations at February Division Officers Meeting. Responsible for generating candidates for awards and all these elections will be settled by an executive committee vote.
  - Attends Division officers' meeting in Feb.
  - Contacts nominated officers, Award Winner of Distinguished Educator or Trailblazer award after February Meeting.
- Feb/March:
  - Runs officer elections (Feb-Mar) and coordinates any replacements and smooth transition of non-elected roles
  - Announces the winners of the Distinguished Scholar Awards and the Distinguished Educator/Trailblazer Award
- May/June:
  - Notify the winner/s of the Best Published paper (together with the Chair of the Chair for Best Published paper committee) and ask them to be present during the Business Meeting to receive the award. Inform the 3<sup>rd</sup> year Reps to order the plaque/s.
- At AoM:
  - Provides welcome speech to Junior Faculty and Doctoral Student Consortia.
  - ADD: Attends New Doctoral Student Consortium as OMT Rep
  - Gives Trailblazer/Teaching Award out
  - At AoM meeting, attends "Meet OMT" (wearing OMT vest), Executive Meeting, "OMT Distinguished Scholar Breakfast", "OMT Business Meeting", and "OMT Social Hour".
  - Notifies the Runner-up and other Nominees for the Best Published Paper Award

### *Year 4 – Division Chair*

- Oversees Division activities, responsible for division budget, convenes two annual officers' meetings (one offsite, Feb; one during Academy, Aug).
- Ensures long term strategic vision and implementation is addressed during Winter meeting
- Invites EGOS reps and committee chairs to Winter and AoM meeting
- Consolidates slide deck for business meeting, including updating sponsorships
- Organizes 'OMT Dissertation Proposal Workshop'.

- Contact Treasurer in advance of Winter meeting to ensure all data for Winter meeting budget process is in place
- Proposes opportunities for investing/spending any surplus funds that exist at end of calendar year, and makes decisions in conjunction with the rest of the Executive Committee
- Coordinates with Past Division Chair to generate and select OMT workshop opportunities.
- Develops fundraising opportunities, and solicits potential sponsors with other executive officers. Writes to deans to recognize support.
- At AoM:
  - Runs Business Meeting
  - Gives out awards to departing officers and gives out the Best Published Paper Award
  - Convenes “OMT Dissertation Proposal Workshop”.
- Newsletter Duties:
  - Make sure the newsletter happens!
  - In September, writes “Message from the Division Chair” which summarizes program
  - In Feb/Mar, writes:
    - “Message from the Division Chair” which previews upcoming conference.
    - Call for “Dissertation Proposal Workshop”.
- At AoM meeting, attends “Meet EGOS@OMT”, Executive Meeting, “OMT Distinguished Scholar Breakfast”, “OMT Business Meeting”, and “OMT Social Hour”.

#### *Year 5 – Past Division Chair*

- Performs special projects, e.g., 5 Year Annual Report to AoM, Revision of domain statement.
- Coordinates with Division Chair to generate and select OMT workshop opportunities.
- Attends Division officers’ meeting in Feb.
- At AoM meeting, attends “Meet OMT”, “OMT Distinguished Scholar Breakfast”, “OMT Business Meeting”, and “OMT Social Hour”.
- Represents the Division at “New and Returning Members Forum”

#### **Rep at Large 1 (3-year term, elected position)**

##### *Year 1 –*

- Assists Year 2 rep to organize Doctoral Student Consortium or Junior Faculty Consortium.
- Attends Division officers’ meeting in Feb.
- At AoM meeting, attends “Meet OMT”, Executive Business Meeting, “OMT Breakfast and Distinguished Scholar”, “OMT Business Meeting”, and “OMT Social Hour”.

##### *Year 2 –*

- Organizes Doctoral Student Consortium or Junior Faculty Consortium (same as in year 1) with Year 1 Rep. partner. Invite panelists, organize program, work with PDW chair to order food, integrate teaching roundtables into DC.
- Coordinate between Jr. Faculty & Doctoral Consortia and Dissertation Proposal Workshop for faculty invites
- Newsletter Duties: Issue call for participation in Spring OMT Newsletter for Doctoral Student Consortium
- Attends Division officers' meeting in Feb.
- At AoM meeting, attends "Meet EGOS@OMT", Executive Business meeting, "OMT Distinguished Scholar Breakfast", "OMT Business Meeting", and "OMT Social Hour".
- Writes thank you letters to panelists for Junior Faculty Consortium/Doctoral Student Consortium

#### *Year 3 –*

- Coordinate OMT Events with PDW chair & Membership Chair
- Serves as a resource for other reps.
- Takes minutes at the August executive business meeting at Academy
- Responsible jointly with other Year 3 Reps at Large for preparing plaques: order plaques for all award-winning paper authors and symposium organizers and plaques for outgoing program chair and program reps (including self), needs to coordinate with program chair to obtain paper/symposium titles, names, affiliations that go on plaques.
- Ensure that Distinguished Scholar plaque is at Breakfast on Monday morning
- Ensure that other plaques are at Business Meeting Monday afternoon.
- Attends Division officers' meeting in Feb.
- At AoM meeting, attends "Meet EGOS@OMT", Executive Business meeting, "OMT Distinguished Scholar Breakfast", "OMT Business Meeting", and "OMT Social Hour".

### **Rep at Large 2 (3-year term, elected position)**

#### *Year 1 –*

- Assists Year 2 rep to organize Doctoral Student Consortium or Junior Faculty Consortium.
- Attends Division officers' meeting in Feb.
- At AoM meeting, attends "Meet EGOS@OMT" (wearing OMT vest), Executive Business Meeting, "OMT Distinguished Scholar Breakfast", "OMT Business Meeting", and "OMT Social Hour".

#### *Year 2 –*

- Organizes Doctoral Student Consortium or Junior Faculty Consortium (same as previous year) with Year 1 Rep. partner. Invite panelists, organize program, work with PDW chair to order food, integrate teaching roundtables into JFC.
- Coordinate between Jr Faculty & Doctoral Student Consortia and Dissertation Proposal Workshop for faculty invites
- Newsletter Duties: Issue call for participation in Spring OMT Newsletter for Junior Faculty Consortium
- Attends Division officers' meeting in Feb.

- At AoM meeting, attends “Meet EGOS@OMT”, Executive Business meeting, “OMT Distinguished Scholar Breakfast”, “OMT Business Meeting”, and “OMT Social Hour”.
- Writes thank you letters to panelists for Junior Faculty Consortium/Doctoral Student Consortium

#### *Year 3 –*

- Coordinate OMT Events with PDW chair & Membership Chair
- Serves as a resource for other reps.
- Responsible jointly with other Year 3 Reps at Large for preparing plaques: order plaques for all award-winning paper authors and symposium organizers and plaques for outgoing program chair and program reps (including self), needs to coordinate with program chair to obtain paper/symposium titles, names, affiliations that go on plaques.
- Ensure that Distinguished Scholar plaque is at Breakfast on Monday morning
- Ensure that other plaques are at Business Meeting Monday afternoon.
- Attends Division officers’ meeting in Feb. and takes minutes
- At AoM meeting, attends “Meet EGOS@OMT”, Executive Business meeting, “OMT Distinguished Scholar Breakfast”, “OMT Business Meeting”, and “OMT Social Hour”.

#### **Rep-at-large 3 (3 year term, elected position):**

#### *Year 1 –*

- Assists the Doctoral Student Consortium organizers in outreach to doctoral students and mentors in regional growth areas
- Assists the Year 2 Rep-at-large 3 in organizing a PDW with a global focus
- Attends divisions’ officers meeting in February
- At AoM meeting, attends “Meet EGOS@OMT”, Executive Business Meeting, “OMT Distinguished Scholar Breakfast”, “OMT Business Meeting”, and “OMT Social Hour”.
- Assists Year 2 Rep-at-Large organizing an OMT Event and/or PDW encouraging interaction between members from regional growth areas and the rest of the membership

#### *Year 2 –*

- Organizes a PDW with a global focus
- Assists the Junior Faculty consortium organizers in outreach to junior faculty and mentors in regional growth areas
- Attends divisions’ officers meeting in February
- At AoM meeting, attends “Meet EGOS@OMT”, Executive Business Meeting, “OMT Breakfast and Distinguished Scholar”, “OMT Business Meeting”, and “OMT Social Hour”
- Organizes an OMT Event and/or PDW encouraging interaction between members from regional growth areas and the rest of the membership

#### *Year 3 –*

- Prepares report, with assistance by the membership coordinator, about membership growth rates in different global regions

- Coordinate OMT Events with PDW chair & Membership Chair
- Serves as a resource for other reps.
- Responsible jointly with other Year 3 Reps at Large for preparing plaques: order plaques for all award-winning paper authors and symposium organizers and plaques for outgoing program chair and program reps (including self), needs to coordinate with program chair to obtain paper/symposium titles, names, affiliations that go on plaques.
- Ensure that Distinguished Scholar plaque is at Breakfast on Monday morning
- Ensure that other plaques are at Business Meeting Monday afternoon.
- At AoM meeting, attends “Meet EGOS@OMT”, Executive Business Meeting, “OMT Distinguished Scholar Breakfast”, “OMT Business Meeting”, and “OMT Social Hour”
- Attends Division officers’ meeting in Feb.



## **OMT NON-ELECTED OFFICER AND COMMITTEE CHAIR POSITIONS**

**(All positions appointed for 3 years, with opportunity for one additional three year renewal for a maximum of six years)**

### **Treasurer**

- Tracks and projects sources and uses of Division funds; provides this information to other officers and reps as needed.
- Provides detailed financial briefings at the OMT Executive meetings in August and February.
- Helps guide the budgeting process at the OMT Executive February meeting.
- Coordinates with PDW and Program Chair to verify charges for actual orders placed by them for Academy meetings (should be on dropbox OMT Shared Files).
- Tracks fundraising activities to support the executive committee in following through on their commitments
- Attends Division officers' meeting in February and at the annual August conference.
- At AoM meeting, attends 'Meet EGOS@OMT', OMT Exec Meeting, 'OMT Distinguished Scholar Breakfast', 'OMT Business Meeting', and 'OMT Social Hour'.
- Files expense reimbursements for OMT Executive Committee, volunteers, etc.
- Assists with identifying and smooth transitioning to replacement at end of term

### **Communications Chair (Academy OMT website, Listserv, AOM Connect & Newsletter, Content Development)**

- Solicits material from EC members (and provides own) and publishes OMT newsletter in Fall and Spring
- Maintains and develops OMT web site (via HigherLogic AOM backend). Keeps current and archived website content (e.g., award winners, officers, newsletter content) up-to-date
- Oversees other website communication channels (AOM Connect, Announcements, Library), including occasionally moderating Connect moderation requests (that exceed AOM max of 5 DIGs within 10 minutes). Ensures OMT website and communication channels accounts are operational. Responds to occasional member requests regarding com channels (e.g., AOM Connect, announcements, archived content)
- Communicates with AOM (since, post-2019, membership lists no longer directly accessible to OMT) to send DIG email blasts, to full list or targeted segment
- Edits all outgoing messages in Communication Chair's direct purview (new website content, DIG emails, announcements, podcasts, blogs)
- Assists OMT Executive in distributing targeted communications via website, AOM channels, and social media
- Coordinates messaging of existing and new sponsorships with Division Chair, Treasurer, and EC members involved with schools, journals, or other organizations donating to OMT or sponsoring awards. Updates OMT site Sponsors page and announces sponsorships, as appropriate
- Strategizes to help achieve larger OMT goals (increasing recruitment, global reach, diversity), e.g. by conceiving, writing, and applying for AOM strategic initiative funding. Implements, evaluates, and reports on results

- Helps recruit volunteers for communication-related responsibilities (videography, photography, etc.) during one-time or annual events, esp. Annual Meeting
- Works with Membership Outreach Chair and Data Analytics Officer to track OMT membership – and when necessary, works with Program Chair and Membership Chair to ask AOM to send personalized emails to invite prospective members to join or existing members to renew
- Works and coordinates closely with social media chair to help ensure consistency of content and process, esp. before, during and after Annual Meeting, around publication of twice-yearly OMT newsletters, and Executive Committee Meetings
- Attends Division officers' meeting in February
- Prepares stats, reports and other updates for two annual EC meetings, in February and during AOM
- At AoM meeting, attends 'Meet EGOS@OMT', OMT Executive Meeting, 'OMT Distinguished Scholar' Breakfast, 'OMT Business Meeting', and 'OMT Social Hour'
- Manages OMT Dropbox, prunes OMT Dropbox membership after members rotate off of roles, backs up content (Dropbox version control + annual aggregate backup on private AOM library)
- Assists with identifying and smoothly transitioning to replacement at end of term

### **Membership Outreach Chair**

- Create and maintain the OMT Membership Group of volunteers (OmtMG or OMG for short) to contribute through the following activities:
  - Greet new members at OMT Socials at AOM and EGOS (and be the keeper of the drink tickets)
  - Represent OMT at All-Academy Events and Consortia
  - Organize and attend existing OMT social events such as OMT Drinks, OMT Yoga, OMT Cafés, OMT Eats, OMT Runs, OMT Editor Chats
  - Develop new ideas, programs and innovations that truly make OMT the place to be!
- Work with officers to track and engage OMT membership
  - April/May: Identify lagged members (e.g., those who have not renewed membership) and solicit membership renewal.
  - April/May: Work with Communication Chair sending personalized constant contact e-mail blast to solicit membership renewal.
  - April/May: Work with Communication Chair sending personalized constant contact e-mail blast to thank, welcome and integrate new members
  - Coordinate efforts with communications director (e.g., constant contact) and social media chair
- Develop statement for value proposition of OMT Membership
- Solicit new AoM members:
  - coordinate with Division Chair Elect (Third year of Division chair role) to follow up with students at New Student Doctoral Consortium
  - Work with OMT Division chair to reach out to new AoM members interested in OMT (Chair or Chair Elect gets emails from AoM)
- Develop memorabilia (OMT stickers, lanyards, etc.) to hand out at AoM Meetings
- Assists with identifying and smooth transitioning to replacement at end of term

At AoM:

- help staff and solicit committee members to staff new member openhouse sponsored by AoM during Academy meetings 7 AM to 11 PM Friday and Saturday of meeting
- Attend new member orientation
- At AoM meeting, attends 'Meet OMT', OMT Executive Meeting, 'OMT Breakfast and Distinguished Scholar', 'OMT Business Meeting', and 'OMT Social Hour'.
- Distribute stickers/memorabilia to OMT officers and others to hand out at meeting
- Supervise all OMT Events and encourage attendance by both newer and more established members of the division

### **Research Committee Chair**

- Recruiting, retaining and replacing members of the OMT research committee
- Identifying committee members with stellar record for recognition at annual meeting, and provides details to Program Chair to produce certificates
- Forming review committees for the best paper awards of OMT
- Managing the review process (paper assignment, deadline setting, reminder, emergency reviewing management, summarizing review results, reporting to the program chair)
- Communicating with winners and finalists to notify them of the OMT awards (except for the Best Published Paper Award)
- Confirming with Year 3 Rep at Large and Program Chair that appropriate plaques are ordered well in advance of the August meetings
- Bestowing awards at the OMT business meeting at the annual AOM conference
- Providing the "research committee chair report" for the OMT newsletters
- Assists with identifying and smooth transitioning to replacement at end of term

### **Social Media Chair**

- Coordinate with Exec Comm to stay on top of OMT activities to publicize on social media. Keep track of deadlines and events to ensure appropriate coverage – with several reminders leading up to deadlines. Check with EC members to ensure enough signups and enough visibility (especially during busy times when many activities are being promoted).
- Monitor online activity, respond to queries from the OMT community raised through social media (regardless of topic), clarify any confusion raised, and diffuse/resolve any issues arising on social media. Stay on top of everything that is happening (AOM and OMT) especially in terms of logistics and relevant support resources.
- In line with the committee's goal of making OMT 'more' than just the AOM conference, create new content as needed and seek out ways to ensure year-round connections and content with OMT members.
- Always actively recruit. For tasks involving moderate effort, allow more lead time to recruit as many will decline. Always highlight the potential for visibility to prospective volunteers and aim to deliver on that promise. Intermittently post on social media calling for volunteers. This usually does not work, so identify potential volunteers through social media, personal network, and research. Be very conscientious of potential biases and make a substantive effort towards ensuring no bias towards certain schools, regions, and so forth. Actively seek out diversity during recruiting to ensure inclusivity (this also extends to member

retweets and reposts as well). After reaching out over email, if there is interest in volunteering, arrange a 45 minute skype to get to know them, make them feel welcome, and identify volunteer tasks that meet their interests and time constraints.

- OMT Blog – brainstorm topics for blog posts (give volunteers the option of choosing a topic, however, this has not typically worked out). Send volunteers: links to previously posted blog posts, general guidelines, and prompt them as needed in terms of deadlines. Edit the blog posts once submitted, then guide them through the upload process for the website. Once uploaded, publicize on all social media accounts with their photo and a link to the blog post.
- Podcast – co-manage podcast volunteers with the Communications Chair. Assist them with content, tone, topics, questions, drafting the roster and recruiting interviewees, and so forth while ensuring that it all aligns with the committee's strategic goals. Review all episodes prior to release and coordinate the release with the communications chair. Provide additional support as needed.
- Social media must adapt to and support the strategic goals of the committee, particularly in terms of member outreach and creating visibility for underrepresented scholars in Asia, Latin America, and Africa. This perforates through all of the activities and responsibilities undertaken by the social media chair. And includes applying for grants as needed (such as the AOM Strategic fund) to assist in meeting Exec Comm goals.
- Ensure award sponsors are highlighted on social media when winners are announced
- Attend OMT Exec Comm meetings. Make the effort of the OMT Exec Comm more visible by posting photos and tweeting during Exec Comm meetings
- Ad hoc: assist Exec Comm members with promotion and phrasing of materials as needed (only when asked)
- Set up and livestream OMT events on Facebook (if desired by the organizer)
- Attend and live tweet all OMT events.
- Assist with all OMT events as requested and needed by the Exec Comm members. Especially work closely with EC members in terms of event promotion
- Post and tag AOM and OMT event photos on Facebook
- Regularly check AOM connect, Facebook and Twitter feeds, OMT website and so forth for relevant OMT events and member initiatives to ensure nothing is missed. This also includes highlighting achievements by executive committee members
- Post all OMT awards, recognitions, incoming/outgoing Exec Comm members, nominations, elections, and so forth on social media with official university photos. Ensure some separation between posts to ensure everyone gets good visibility
- Actively seek to build community, enthusiasm, and inclusivity through social media activity and peripheral content
- Strategically pin and retweet as needed to ensure ample visibility of posts
- Actively grow the Instagram account, monitor social media, email, and so forth for indications of promotions, defenses, etc and request to post on the Instagram account
- Take photos at OMT events and post them to Facebook. Tag members in the photos.
- Actively monitor community growth and participation online
- Respond to all OMT Exec Comm queries and requests
- Create the OMT postcard for off-program events
- Provide social media reports for the OMT newsletter

- Update content contributors on the visibility of their contributions (impressions on twitter, reads, etc.)
- Update OMT Exec Comm on the visibility of events they are organizing
- Maintain social media stats and update community at the Annual meeting
- Recruit and manage volunteers at AOM (photographs at business meeting, etc)
- Coordinate with Communications Chair

### **Data Analytics Officer**

- Create, maintain, and archive various OMT-related datasets, including:
  - Aggregate current membership overviews for the Business Meeting.
  - Individual-level past and current membership overviews for trend analyses.
  - Academy Annual Meeting program and participant information for program design and thematic analysis.
- Develop new ideas and innovations that may support OMT members to get more out of their membership, such as new ways to connect junior and senior scholars via online meet-ups, identifying potentially relevant sessions and papers at the Annual Meeting, et cetera.
- Work with the Communication Chair to archive the Executive Committee's Dropbox in a GDPR-compliant manner.
- Develop and write code or software to support and automate Executive Committee members' activities (at request).
- Assists with identifying and smooth transitioning to replacement at end of term.

### **Digital Strategy Officer**

- Support the EC in the organization of online OMT events (social and others):
  - Manage the digital logistics of the event.
  - Create OMT specific content.
  - Design digital experience.
  - Ensure participants' reasonable expectation of privacy in a digital setting.
- Support PDW chair and Program Chair in preparation of digital sessions
  - Provide information on the format and expectations.
  - Suggest formats and run sheets for the session.
  - Communicate and support organizers of the sessions
- Support the PDW Chair in the creation of a digital artifact of their choice:
  - Identify a range of economically feasible options.
  - Identify and contract software developer.
  - Create/format digital content (as input for the developer).