

Web Officer Report – BALEAP AGM 2023, University of Warwick

During the last year, the work of the Web Officer included:

- Working with the website developer, the administrator and the BALEAP Exec to ensure as smooth as possible running of the website; updating pages; setting up event registrations; archiving events; together with the Administrator, overseeing the renewal of membership. The website has experienced problems in the last 12 months due to different systems not syncing in a timely and/or smooth fashion, causing problems at the user's and administrator's end. Fixing those problems required liaising with the developer.
- Uploading over 70 videos to the BALEAP YouTube channel: <https://www.youtube.com/channel/UCntv6h3p8PBEETtPUngHnA> including presentations from PIMs in Leeds (June 2022), Sheffield (Nov 2022) and Oxford (March 2023). In the last 365 days, the videos have been watched 11.6k times, which is 660% more than in the previous 12 months. The current number of subscribers is 230.
- Facilitating the online streaming of the Manchester event in April 2022, with the support of the University of Manchester.
- Continuing to do the preliminary work needed to redesign the website. This proved difficult due to conflicting schedules of the members of the informal working part and also my own increasing workload. I attended meetings to discuss the website redesign with the current developer and a potential new developer. The relevant documentation is going to be passed onto the new Web Officer.
- Handing over to the new Web Officer to ascertain a smooth running of the website.
- The biggest plan for the 2023-24 period is to take the lead on planning, negotiating and overseeing the website redesign so that the website serves the community better. The priorities include:
 - o Identifying/revising the purpose of the website - a static repository of the news/announcements/resources or a dynamic community site with increased interactivity and possibly share of materials for members.
 - o Tiered access to the website accounts to ascertain smooth and flexible purchases of the tickets and other products.



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- Quotes from developers have to be sought and carefully assessed – it is important the developer understands the needs of BALEAP membership and is efficient in troubleshooting, responding to queries and maintaining the website up-to-dat.
- A working party supporting the Web Officer in leading on this mammoth task (ideally a dedicated Ordinary Member)
- I'm sure Joanne Raynor, the new Web Officer has the necessary enthusiasm and expertise to work on that and I hope she had the continued support from the rest of the Exec and the Membership.

Member institutions are encouraged to submit news items they wish to share and to advertise EAP-related Events and TEAP courses they run (email the web officer at web@baleap.org), as well as jobs (submit directly on the website). SIGs are encouraged to use the Zoom room as well as share webinar/event recordings via the BALEAP Youtube channel (email the Web Officer for details).

Ania Rolinska, BALEAP Web Officer, 5 April 2023



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Slide backup:

Successes

- Keeping the website up-to-date, especially in terms of events.
- Troubleshooting and firefighting re: the website issues.
- Keeping the BALEAP Youtube channel active.

Looking Forward

- Redesigning the BALEAP website.