

The Assistant FOIA Coordinator (also known as Assistant FOIA Officer), in consultation with the Board Chair and Freedom of Information Coordinator, is responsible for successfully completing the annual training provided by the Illinois Office of the Attorney General under the Freedom of Information Act and Open Meetings Act, assisting the FOIA Coordinator in all duties and carrying out the FOIA Coordinator's duties in their absence. (Note: The Assistant FOIA Coordinator position is instrumental in the Board's implementation of the Open Meetings Act (5 ILCS 120), Freedom of Information Act (5 ILCS 140), State Records Act (5 ILCS 160), Identity Protection Act (5 ILCS 179) and Personal Information Protection Act (815 ILCS 530).)

Whenever a new FOIA Coordinator or Assistant FOIA Coordinator is designated by SIAAB, that person must successfully complete the training provided by the Illinois Office of the Attorney General for both the Freedom of Information Act and the Open Meetings Act within 30 days after assuming the position and, annually thereafter.

The Webmaster shall be selected by the Chair and approved by a majority of the Board during the March meeting. The Webmaster shall serve a one year term, but may be reappointed and serve until replaced. In working with Board members, the Webmaster is responsible for maintaining the website content, coordinating the registration for the Online Quality Assurance Review training course, and notifying CPE Coordinator of the course results and forwarding "official" Board records to the FOIA Coordinator in a timely manner.

The Recording Secretary shall be responsible for taking the official record and minutes of all SIAAB meetings. The secretary will be responsible for providing minutes from each meeting to all members of the Board for their comment prior to the next meeting. They will also be responsible for providing the approved minutes to the Webmaster with 10 days of their approval by the Board to be posted on the Board's website. The Secretary is responsible for publishing the minutes to the appropriate folder in the Board's electronic record storage site.