



Exhibit E

WRDA – BYLAWS – DUTIES OF OPERATIONS COMMITTEE

1. Maintain, update and distribute the WRDA Handbook and individual pages to all members.
2. Research as needed to obtain information on statutory, procedural and other changes to current Handbook pages, and for the addition of new topics.
3. Encourage all registers to keep their WRDA Handbooks updated.
4. Makes recommendations to the WRDA Board & association members regarding additions or changes to the WRDA Handbook by following the Handbook Update Request Process shown in WRDA Bylaws ARTICLE VI Section 3 Letter B.
5. Collect questions from registers regarding issues affecting our offices. These may be questions about interpretation of statutes, administrative code, or policies and procedures.
6. Research the questions by finding and/or contacting knowledgeable resources and prepare answers to the questions.
7. Organize and update the Q&A document on the WRDA secure portion of the website periodically as submitted by committee chairs and WRDA Liaisons.
8. Initiate and update Technology Survey periodically and post to the WRDA secure portion of the website annually.
9. Keep informed about records management technology and trends, successes, potential problems, and communicate this information to the WRDA Board of Directors.
10. Provide advice and suggestions to registers that plan to implement new systems and technology.
11. Monitor developments regarding electronic signatures, electronic transmission of documents, use of the Internet, and privacy concerns.
12. Provide leadership and educational opportunities regarding online access to the real estate records in the office of the register of deeds.
13. Maintain WRDA website, including access rights of users to make changes to specific portions of the website (i.e. chairs of committees). Works collaboratively with the WRDA Webmaster.



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14. Promote principles of logical and consistent indexing, verification procedures, effective use and access to records, and preservation of indexes. Incorporates these principles and standards within the WRDA Handbook.
15. Works with the Conference & Program Committee to collect and maintain suggestions from members for future Education and Speakers and the Retiree List. Posts current information to the secured website.