Mountain Garden Club
Position Description Form

Position Name | **Information Technology Chair**

Date Created: 8/5/2016   Form Creator Name: D. D. Warren

Home Phone: E-Mail Address:

Committee Name: (If Applicable)

Position Overview:

The IT chair is responsible for keeping the club updated on the uses of IT for the benefit of the club. The Chair will also be the clubs go to person for help in using technology. The education of the clubs members on how to use any of the technology that the Board agrees to use for conducting its business will fall upon the IT Chair.

Skills/Abilities/Other Requirements:

Knowledge of both hardware and software products used by the club is a necessity. Helping the President keep the club's notebook computer up to date it the IT Chair's responsibility. Making sure that the Notebook has the most recent club templates, boiler plates and other such material's as the IT Chair deems necessary is also a requirement.

Essential Position Functions:

Keep abreast of Technology and it's various applications for the Club. Work closely with the Web Chair to make sure that the club's web site is always technically up to date. Inform the Board of any technology that may aid in the management of the Club and in the conducting of the Club's business.

Print Form

Rev. POS11/04-01