IT Chair Turnover

The IT Committee Chair serves a two-year term starting in January of odd-numbered years. My term is up at the end of this year and this is an attempt to write things down to make the turnover easier.

I.   Lessons learned

- Rule 62
- Time is limited for everyone. Nobody does this full time.
- We are a volunteer committee, not a tech company.
- Keep expectations reasonable.
- Not all ideas are good ideas.

II.   Chair Qualifications

Technical expertise is of course a welcome asset for any committee member, but it is not a requirement for committee membership or chair election. Tasks requiring technical expertise can be filled by other committee members even if it requires recruiting new committee members. The more direct participation by committee members, the better. The only position within the committee requiring specific technical skills is the Web Servant.

III.   Outline of Chair tasks and Duties

While a lot of this list is not spelled out in the current S&Gs these are the tasks that I have come across over the last two years. There are lot of pop tasks that are hard to enumerate.

- Host IT Committee Meetings via zoom
- Host ACM meetings via zoom as a standalone meeting or a hybrid meeting, depending on the state of covid virus restrictions.
- Provide an ITC report to the area secretary prior to the monthly ACM.
- Make verbal reports to ACM or Assemblies as needed.
- Liaison for area officers and other committees.
- Host the GSR School via zoom. We may be picking up the main assembly also, zoom or hybrid, at some point.
- Provide Zoom support for other area committees, workshops, etc.
- Maintain the area email accounts and mailing lists.
- Back up web servant as much as possible.
- Pay the area IT related bills
- Submit the IT Committee budget
- Keep track of hardware assigned to the IT Committee

IV.   IT Committee Meetings

- Prepare agenda

- Maintain zoom settings for meeting
- Distribute agenda and other documents at least two days before the meeting
- Start meeting via zoom
- Facilitate meeting.

V. Area Committee Meetings

- Maintain zoom settings for meeting including registration, translation, polls, etc.
- Start meeting via zoom.
- Assign co-hosts as needed.
- Manage English to Spanish translation.

VI. Web Site

- Help Web Servant if possible
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VII. Email Accounts, Email forwarders, and Mailing lists

All email and mailing list tasks are performed under the area login to the Hostmonster web site.

- Create and manage area email addresses.
- Create and manage area forwarding addresses.
- Create and manage area mailing lists.

VIII. Finance

- Prepare and submit the IT Committee budget
- Pay Hostmonster for the area web services including hosting, backup software and domain registration.

IX. Area Hardware

- Hold IT hardware such as camera, speakers, et
- Advise area members on hardware and software purchase. Help with troubleshooting and configuration.