



EGC Job Description: Technology Officer

Date Approved: 5.23.2016

Revision Dates: 02.01.19

General Summary:

The Technology Officer is responsible for all technological aspects associated with the Club, including audio/visual presentations at and use of tech devices at club functions; oversight of hardware and software; and oversight of internet communications and accounts, including privacy and security.

Responsibilities:

- 1) Club functions (general membership and/or board meetings, garden tour, special events, special projects):
 - a) work with the Board, Club committees, and presenters at Club meetings to use the Club's projector and/or laptop as needed.
 - b) work with the club officers to produce power point presentation to cover the agenda and any 'special information' to share with the membership.
 - c) set-up and take-down any/all necessary tech devices used at the Club's membership meetings and special/public events preparation.
- 2) Oversight of hardware and software:
 - a) keep a current inventory of all technological equipment and software;
 - b) purchase new or replacement technological items as needed, and approved by the Board.
 - c) communicate with persons or businesses related to fees and maintenance for services involving tech devices and tech related accounts.
- 3) Oversight of internet communications and web accounts, including privacy and security:
 - a) work with the Publicity Chairperson, the Historian/Photographer and other committees as needed to promote general awareness and to operate and communicate efficiently on different sites through web tools:
 - i) EGC website: EvergreenGardenClub.org
 - (1) be the main contact with the Club's web designer; approve invoices and budget.
 - (2) ensure content for the website is accurate and timely, e.g., monthly Wild Iris; description of upcoming special events; addition of new features (e.g., PayPal buttons).
 - ii) EGC Facebook page:
 - (1) keep the site current and attractive.
 - iii) Any other social media accounts as may be approved and used by the Club.
 - b) track any/all necessary club-related secure account identifications and passwords.
 - i) keep confidential the list of this information with the current club President, and any current appropriate online associates (Facebook, PayPal, URL etc.) who provide the club's Internet domains and links.
- 4) Board position's notebook
Maintains, updates, and passes on to next board member in this position – a notebook which explains in detail how to do the business of the specific board position, including any relevant documents and materials.



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- 5) Financial Policies, Guidelines, and other documents (every two years review and revise)
 - a. EGC Charitable Giving Policy.
 - b. EGC Cash Reserve.
 - c. EGC Conflict of Interest policy

- 6) During the summer, provides orientation and training to the incoming Tech Officer and attends the summer Board meeting.