

IBEX SKI CLUB
P.O. BOX 1542
Palatine, Illinois, 60078
BOARD OF DIRECTORS POLICY # 18

INFORMATION SYSTEMS COORDINATOR

The Information Systems Coordinator (heretofor "ISC") is appointed by the Board of Directors.

The duties of the ISC are:

- 1) Be responsible for insuring prompt and correct repair to the hardware, as necessary.
- 2) Maintain a detailed inventory list of the hardware and software. The list should include serial numbers of all items when possible.
- 3) Perform a review of the hardware/software on at least an annual basis.

- 4) Insure that all hardware/software assets are inventoried. This inventory should be done before the next Executive Board transition. An inventory report will be provided to the Board of Directors before the transition meeting.

- 5) Provide a progress report to the Board of Directors at the halfway point in the fiscal year.

- 6) Coordinate Website/e-mail hosting, and Domain registration.
 - a) Advise the Executive Board when payments are expected for domain name and hosting.
 - b) Configure hosting package. (DNS, sub domains, ftp access, etc.)
 - c) Set up host access passwords for authorized people.
 - d) Set up e-mail addresses as needed.

Requirements for Potential Appointments:

1. Work or other experience with the type of hardware/software used by the Club.
2. The time, patience, and skill to serve as facilitator and trainer to the many types of officers that will use the computer system.
3. Ability to work effectively with other officers of the Club.

Constraints:

The ISC has no authority to purchase hardware or software without the Board of Directors approval.

Approved: January 13, 1988 **Revised/Reaffirmed: November 11, 1992**
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