IBEX SKI CLUB
P.O. BOX 1542
Palatine, Illinois, 60078

BOARD OF DIRECTORS POLICY # 18

Information Systems Coordinator

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

The duties of the ISC are:
1. Responsible for ensuring prompt necessary repair to all hardware.
2. Maintain a detailed inventory list of the hardware, software and other Digital Assets as defined in Policy #25. The list should include serial numbers, license numbers, and access keys of all items when possible.
3. Perform an annual review and needs assessment of the hardware/software and document in an inventory report. Provide the updated report at the Board of Directors Transition Meeting.
4. Coordinate website/email hosting, and domain registration with the Webmaster.
    A. Advise the Executive Board when payments are expected for domain name and hosting.
    B. Collaborate with the Webmaster for configuration of hosting package features. (DNS, ftp access, Content Delivery Network, etc.)

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