# Technology Portfolio

## 1. Purpose

The purpose of this role is to:

- Manage and coordinate all of the computer-related activities for the organisation

- Determine our IT needs and be responsible for implementing computer systems to fulfil the organisation's information systems requirements.

- Ensure that we stay up to date with new email systems and ways of sending data to our members via digital platforms.

- Ensure that our technology is appropriate so that we

    o connect people

    o build relationships

    o increase participation in governance

    o reveal common needs and shared values and enhance the ability to act for the better of the association

## 2. Nature and Place of Role

- The Portfolio Manager will most likely be elected at the Annual AGM held in the month of February each year.

- Should the role be held by a non elected member of the Executive Committee then they will be appointed by the Committee or President. They may attend all meetings but will not be entitled to vote on any resolutions.

- If a Committee member then they must abide by the powers of the Executive Committee as outlined in section 10 of the constitution

- The role shall report to and be accountable to the President and the members of the Association

## 3. The Portfolio Includes

- Email System

- Data Managements

- Data Storage

- Internet Services

- Social Media Outlets

## 4. Principle Duties and Responsibilities

- Managing the various technology networks and data security
- Identifying and acting on opportunities to improve and update software and systems
- Developing and implementing IT policy and best practice guides for the organisation
- Designing training programs and workshops for the Executive Committee members where required
- Conducting regular system audits
- Running and sharing regular operation system reports with the Executive.
- Overseeing and determining timeframes for system updates, upgrades, migrations and outages
- Managing and reporting on allocation of IT budget
- Providing direction for in relation to IT for the Executive Committee
- Identifying opportunities for training

## 5. Time required

- If an Executive Committee member then attend at least five of the eleven Executive Committee meetings each year. Approx 3 hours per meeting.

- If not an Executive Committee member then attend Executive Committee meetings as required but at least 3 each year. Approx 3 hours per meeting

- Prepare reports to be submitted to the Executive Committee during the year. Approx 5 hours

- Attend the AGM each year. Approx 3 hours

**Total hours are approximately between 20 to 30 hours per year.**

.

## 6. Other

Should the incumbent be a member of the Executive Committee they may be required to attend planning sessions, local events and other functions from time to time. They may also agree to chair a specific subcommittee or manage a particular outsourced role and as such be required to volunteer the extra hours required to complete this task.