

DOGPAW
Board Member – Director, IT
Job Description

Role Summary:

Work with the Board of Directors to ensure the organization uses technology effectively and cost-efficiently. **Dedicate at least 10 hours per week to DOGPAW role.**

Work Experience:

- Minimum 3 years IT or comparable work experience in an enterprise IT environment.
- Non-profit experience preferred.

Specific duties of the Director, IT:

- Review all technology used by DOGPAW to identify weaknesses and opportunities and make recommendations for Board approval and implementation.
- Manage and support website, email, application software, and cloud and data storage services used by DOGPAW.
- Develop and propose policies, processes, and usage of data resources for Board approval and implementation.
- Manage phone, tablet and other computer hardware and peripherals.
- Manage IT-related service agreements and contracts used by DOGPAW.
- Support IT systems and provide technical support to the Board and other users of DOGPAW systems.
- Promote user skills so users can utilize software and hardware and take full advantage of the software and hardware.
- Work with the Board of Directors and other users as needed to identify improvements and implement changes.
- Work with the Board of Directors to implement data policies and security.
- Document IT systems, policies, and procedures.

General Board of Director Expectations:

- Support the Mission Statement of DOGPAW.
- Actively engage and recruit volunteers to participate in DOGPAW.
- Work as a part of a cohesive team with common goals.
- Share skills and expertise.
- Respect and support the majority decisions of the Board.
- Volunteer and assist in DOGPAW's volunteer engagement programs and activities, including fundraising efforts.
- Participate actively in Board meetings, actions, fundraisers and public events.
- Have no more than three (3) consecutive unexcused absences from Board meetings.
- Represent all those whom this organization serves and not a particular park, geographic area, or interest group.
- Remain aware of the activities that are planned and make yourself available to participate.
- Declare conflicts of interest as it pertains to your position on the Board and abstain from voting when appropriate.
- Do your best to ensure that DOGPAW is well-maintained, financially secure, growing and always operating in the best interest of the community.

General Board of Director Rules:

- There will be no criticism of fellow Board members or their opinions in or out of the Board meetings.
- There will be no use of the organization for personal advantage or that of friends or relatives.
- There will be no discussion of the confidential proceedings of the Board outside the Board room.