

DOGPAW
Board Member –Director, IT
Job Description

Role Summary:

Work with Board of Directors to ensure that the organization uses technology effectively and cost-efficiently.

Dedicate at least 10 hours per week to DOGPAW role.

Specific duties of the Director, IT

- Review all technology used by the organization to identify weaknesses and opportunities.
- Manage and support website, email, software, and cloud and data storage services used by the organization.
- Develop and propose policies, processes, and usage of data resources for Board approval and implementation.
- Manage phone, tablet and computer hardware and peripherals.
- Manage service agreements and contracts for telephones, web services, cloud subscriptions, email services, software-as-a-service, and other IT-related products and services.
- Support IT systems and provide technical support to users including board, staff and volunteers.
- Promote user skills so that users can utilize software and take full advantage of functionality.
- Work with Board President and other Board members and users as needed to identify improvements and implement changes.
- Work with the board to implement data policies and security.
- Document IT systems and policies as approved by the Board.

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 criticizing 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.