

# Terms of reference for Internet Officer/CTO

- A management committee role.



These Terms of Reference are linked to and draw from the 'Articles of Association and Club Rules' dated 04.02.2008 and serve to provide a further clarification of the Role of the Committee member in pursuance of their duties to the club.

	Reference	Terms
1.	Requirements of role	<ul style="list-style-type: none"> <li>a) Holds full club membership and be current.</li> <li>b) Ability to communicate and work effectively with members and the committee in a supportive and cohesive manner, drive the club forward with ideas in their area of responsibility.</li> <li>c) Ability to set-up and maintain the G4Ownersclub.com forum with the associated services of email, possessing the technical competencies needed.</li> <li>d) Ability to be available on a weekly basis to deal with technical issues that may arise and service requests from members, to advise and guide the committee on ICT matters.</li> <li>e) Ability to be available at committee meetings every 6-8 weeks and work within club governance for role.</li> </ul>
2.	Authority of role	<ul style="list-style-type: none"> <li>f) Responsible for full administration and security of forum. Removes postings where language and content is not considered in line with the clubs values and ethics, in agreement with the executive committee.</li> <li>g) Responsible for setting up new members and granting members privileges on forum.</li> <li>h) Has a vote on all committee decisions when put to the ballot.</li> </ul>
3.	Governance of role	<ul style="list-style-type: none"> <li>i) Maintains a MS word document titled 'G4OC #7 Club Forum administration.doc' containing key administrative instructions and forum host information in case of emergency.</li> <li>j) Keeps the forum up to date technically and ensures that technical issues are resolved in a timely manner. Ensures backup procedures are in place for a quick recovery from system failure.</li> <li>k) Shares administrative privileges, login, password, with another member of the executive committee, to enable system administration in case the Officer is not available to perform their duties (e.g. holiday, sickness, personal matters).</li> <li>l) Provides moderator privileges for only those sections that are relevant or directly under the control of the corresponding officer.</li> <li>m) Ensures biographic data of forum users are kept in a secure manner, and not released to the public, to ensure compliance with the Data Protection act.</li> <li>n) Ensures any 3<sup>rd</sup> party branding is not infringed.</li> <li>o) Ensures prior approval from club Treasurer before any financial commitments are made.</li> <li>p) Liaises with the Merchandise Officer on placement of Merchandising pages on forum and any performs any amendments required in a timely manner.</li> <li>q) Reports at every committee meeting: any change or circumstances with technical matters/forum site; expenditure for period; any new ideas.</li> <li>r) Reports any issues arising for day-to-day matters to an executive committee member as soon as possible, by phone or email.</li> <li>s) Any non-conformance to the Terms of Reference will be assessed by the executive committee for the proper functioning of the club and taken to the full committee with appropriate recommendation.</li> </ul>

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## Acceptance of Office

- All documents, photographs, and such material are the property of the club and maintained by the designated officer for the duration of their term. Documents must not be freely emailed or distributed to other club members and should be only visible to committee members in pursuance of their duties.
- As a committee member, the officer realises that all communication verbal, written, via forum in following their duties and interaction with other members as well as the public, is a representation of the club and a reflection of the committee. It is a privilege bestowed upon them. Therefore, extra care and consideration must be exercised without exception as to the tone and content of their communication.
- Communication should also be prompt in response to other committee member's requests by email, PM or phone. Unless the committee member has notified his absence to other committee members (e.g. due to holiday, sickness, personal matter) in advance, a response should be given within 2 days, even if it is to let the other member know that they will respond fully soon. Due to the responsibility of an executive committee member, he/she must respond within 1 day due to their day-to-day role.
- The officer accepts that the role will require a significant amount of their personal time in order to make the role work for the club. Therefore he/she must satisfy themselves before acceptance of the role that they are able to freely contribute to the club, for their particular office. In special circumstances and for short periods of time, the officer may transfer his/her duties to another officer by full agreement of the committee.
- If the committee feels that a committee member is unable to fulfil their Terms of Reference – hold their office as required and support the proper running of the club, such that it is having a detrimental effect, then the committee will bring this to the attention of the Chairman. This is not a disciplinary process, but an early low key intervention to support the member in their office. However, any significant breach of the Terms of Reference will require a disciplinary action brought against them by the committee.

### Acceptance of Committee position

Name:

Date:

Signature: