

Topeka Genealogical Society Policies and Procedures

Reference of Bylaws, Article VII, Section 1 & 2 and Article IX Section 1

Information Technology Chair

Purpose

Perform duties of the Information Technology Chair

Scope

Coordinates Information Technology activities of the Society

Duties

1. Review & monitor information technology needs of the Society
2. Develop an information technology plan for the Society and make recommendations to the Board of Directors.
3. Manage and maintain hardware, software and data resources of the Society
4. Manage and maintain audiovisual equipment
5. Explore and make recommendations for "virtual" communication options for the Society (e.g. webinars, remote meetings)
6. Coordinate technical issues related to the TGS Web site
7. Provide support in Society activities as needed, or as directed by the Board of Directors and attend Board of Director monthly meetings.

This policy was approved by the TGS Board of Directors on February 9, 2017
Amended 5/11/17