

DISTRICT 9423 LEADERSHIP TEAM MEMBER ROLE DESCRIPTION

The District organisation's purpose is to support and develop Rotary leaders, members and their Clubs to grow Rotary in a sustainable way; encourage engagement and collaboration within the Rotary family; and increase our collective impact

ROLE: DISTRICT TECHNOLOGY OFFICER

PURPOSE	<p>Provide leadership and direction in the management and operation of the District information services and oversee the District technology assets; and</p> <p>To generally contribute to the District organisation's purpose as part of the District leadership team</p>
WHAT SUCCESS LOOKS LIKE	<ul style="list-style-type: none"> ▪ Well-functioning technology ▪ Competent users
SERVICES AND ROUTINES	<p><i>What is being delivered and how</i></p> <ul style="list-style-type: none"> ▪ Prepare and update the District Technology Architecture Policy* annually ▪ Identify technology risks and issues and make recommendations to the District Board, including new software, future upgrades etc ▪ Prepare annual District Technology Budget for Board approval ▪ In accordance with the Technology budget and District Financial processes, oversee the engagement of any Technology professionals and services
KEY RELATIONSHIPS	<p><i>Key internal and (if relevant) external relationships</i></p> <ul style="list-style-type: none"> ▪ Reports to District Secretary ▪ All leadership team members: training and assistance
RHYTHMS	<p><i>Indicative schedule/time commitment of the job</i></p> <ul style="list-style-type: none"> ▪ Variable
YOU NEED TO BE OR WANT TO DEVELOP YOURSELF AS.....	<p><i>Skills and attributes</i></p> <ul style="list-style-type: none"> ▪ Highly experienced and skilled in similar technology environments ▪ Able to effectively support users at all skill levels
OTHER	<p>* Note: The scope of the District Technology Architecture Policy includes but is not limited to:</p>



	<ul style="list-style-type: none">- Data Management (Storage, Retrieval, Archives, naming standards etc)- Cyber security- Hardware- Operating system- Application Software (Including Club Runner and financial software)- Websites- Domain names- Mobile Apps- Email- Video- Photography- Social Media- Video conferencing (online meetings)- Technology training- System integration (i.e. My Rotary/Club Runner)
--	---