

DSA Information Technology Committee Chair Job Description (Difficulty Rating: Hard; Time: 10)
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This committee requires both a Chair and a Co-Chair. Additional members may be added as necessary. Person needs to be computer literate.

General Duties

- Create new passwords each year when the new board assumes its duties
- WIX - generate strong password.
- Google Drive and DenverSamoyed@gmail.com must be the same
- Ecwid DSA
- Ecwid DSR allow to remain as it is since store is not active.
- Zoom

Website Duties

- Keep Website current. Duties include updating:
 - Event Page monthly to show the current membership meeting
 - Special Events to show the most accurate information
 - Committee Chairs yearly and as needed
 - New officers and board yearly
 - Membership Roster when new membership applications are voted on and improved
 - Membership Roster after dues payment
 - Sends out Membership roster to all members for updates at least once a year
 - Breeder Directory as needed and after membership dues paid
 - Local Specialty page with latest results and photos.
 - Latest Motion file. Works closely with Recording Secretary to maintain the motion file.
 - Latest Sam-O-gram as they become available
 - Latest Board and membership meeting minutes as they become available
 - Add new members to Member's area of Website and send welcome letter
 - Maintain Dynamic Pages following events
- Removes inactive members from Members area and Breeder Directory
- Maintains Zoom account and sets up and emails/posts Zoom link as needed

Task Time Frame

Yearly

- Update business calendar
- Update Officers and Committee Chairs
- Update passwords

Yearly following dues payment

- Update Breeder Directory
- Update Membership Roster
- Update Website Members

Following Meetings

- Update Events Page
- Update minutes (both membership and board meetings) in Members Area

Beginning of Month

- Update Sam-O-Gram on Website

As needed

- Update website with requests from committee chairs
- Update google Drive Access as needed by committees

Following Past Specialty

- Update Past Specialty Page with results and photos

Following Events

- Update Dynamic Pages in Past Event Galleries

Invoices/Budget

Forward Invoices to Treasurer for Payment

- Every 3 years
 - WIX Premium Plan due every 3 years in May
 - Domain - DSA Maintained by 3rd party in process of moving to WIX
 - Domain - DSR due every 3 years in October

Yearly

- DSA Ecwid due August yearly
- DSR Ecwid free
- Business Email due January yearly.
- Email Marketing due May yearly
- Zoom due June yearly