

Job Description; The Volunteer Technical Coordinator (TC) will assist the LGS Board by handling or assisting with tasks involving the procurement and operation of computer equipment, on-line, internet based accounts and Cloud repositories as deemed necessary and approved by the LGS Board of directors, with the exception of those related to Facebook and the Website which have their own volunteer coordinators.

Specific tasks;

1. For the Zoom component of LGS meetings; either completely virtual meetings or hybrid meetings when we are able to resume meeting in-person; the TC will act as the Zoom host for the virtual component of the meeting and will store and bring to the designated in-person venue the necessary equipment to include laptop computer, camera(s), microphone(s), projector, cables, etc. and will operate this for the conduct of the LGS meeting(s).
  - a) However, the President, or other designated officer, will be responsible to schedule the meetings on the LGS Zoom account
  - b) The TC will assist the VP/Programs in operating the sound system at the in-person venue.
2. If LGS needs to buy any new equipment, software or on-line subscriptions, the TC will act as the purchasing agent to research and procure whatever the board directs/approves.
3. The TC will act as requested by the Board to establish any new free on-line accounts or paid subscriptions that may be needed by LGS; except for Facebook and the Website that have their own volunteer coordinators.
  - a) At the discretion of the President, the TC will act as the focal point for collecting usernames and passwords for all LGS on-line accounts and distribute copies for safekeeping and retention as directed by the board. (...discretion of..., means if the President feels it more appropriate for them to do this, more than happy to let them)
4. The TC will work to establish the long discussed Cloud repository for LGS records and files, and will be the focal point for managing and storing items in this repository as directed by the LGS board.
  - a) However, it is hoped this can be done in a way that Officers and others who may generate documents/record files on behalf of LGS can easily put items there directly without needing to go thru the TC. In which case the TC role will be to create new folders as necessary and monitor for missing items - minutes, treasurer's reports, etc.
5. If LGS decides to record any meetings; the TC will serve as the video editor to prepare the video recordings and move them to the LGS Board designated Cloud repository and

supply the appropriate links and passwords to the designated Officer/Volunteer Coordinator for distribution to the membership or other intended audience.

6. The TC will assist the President or other officers, if desired, to create on-line surveys which the LGS Board may wish to conduct.
7. Provide training, as needed for a replacement TC, in any of the above tasks in the event that the TC is unable to participate at an LGS meeting.
8. The TC will receive reimbursement for any expenses incurred on behalf of LGS for equipment, software, or subscription fees as approved by the board and/or the LGS standing budget.