

IT/AV Coordinator

Overview of Responsibilities:

The role of the IT/AV Coordinator is to assist the speakers and other volunteers with NCSH computers, projectors, setup, troubleshooting and other AV needs.

Responsibilities:

1. Setup computers and projectors at the Annual Meeting and other NCSH functions.
2. Work with the speakers and registrar to provide IT and AV support at NCSH functions.
3. Take photos at the NSH Symposium/Convention if attending.
4. Retain possession of the computers and projectors during NCSH related functions. When not in use return the computers and projectors to its designated storage location or designated person.
5. If not able to attend a function, then designate an individual to take pictures.
6. Perform other duties as assigned by the NCSH President.

Time Commitment during Year:

Will vary depending on the time of the year.

Time Commitment during NCSH Annual Meeting:

Time will be needed at the Annual Meeting to take pictures of various activities as well as to display society materials. Time will be needed during the Awards Luncheon and Annual Business Meeting to take pictures.

Qualifications:

The individual should have been a member of NCSH for one year prior to appointment.

Selection Process:

Qualified individuals will notify the NCSH President of their interest in the position. The President with approval from the other officers will appoint an individual to this position.

Term of Position:

There is no term limit for this position.

Accountable to:

The IT/AV Coordinator is accountable to the NCSH President and Officers. While the IT/AV Coordinator does not have formal voting rights, they are encouraged to give input prior to scheduled meetings or by attending NCSH officer meetings.

Funding:

Funding will be based on the NCSH General Funding Policy. This may include:

- Registration
- Food
- Hotel
- Travel

Vacancy:

If there is a vacancy in this position, a qualified member will be appointed by the NCSH President with approval from the other officers.