

ROLE OF THE I.T. ADVISOR

- Advise the Committee on I.T. related issues including Data Protection & Privacy (GDPR)
- Administrator of Branch email and Web Domain (one.com). (Renewal of Domain; Committee Email Account, Group Aliases).
- Administration and Maintenance of Branch website, with information provided by other Committee Members and other information as appropriate e.g. photos of events etc. Including management of sub-editor accounts, Committee and Group Leaders. (WordPress & SiteWorks)
- Administration of Beacon Services: Committee accounts, email delivery, local policies and settings.
- Administration of Google Workspace account: Committee accounts and shared drives.
- Overall responsibility for the 8 MM U3A laptops, the renewal of anti-virus software annually and managing the backup service (Acronis)
- Provide the Committee with any additional technical I.T. advice & guidance the current incumbent can offer.
- The IT advisor, as system administrator and web master, is encouraged to consider legacy issues and to be aware that their successor may not share the same level of experience, as they have.

N.B. PAT Testing is currently undertaken by Peter Mathews, if this changes then arrangements must be made to have all MM U3A electrical equipment (including laptops) tested annually