



# IT Officer

## HEN Description of Responsibilities Consecutive terms limited to 5 years

revised October 2020

### General Responsibilities for all NCB members

Each NCB member

- shall function within the remit of the HEN Constitution.
- shall treat each other with respect and adhere to the Code of Conduct for NCB Officers as set out per NCB policy.
- has a responsibility, in addition to the specific duties for each role, to participate in matters related to the daily operation of HEN, including discussions and decision making for policies and issues that arise.
- should endeavour to attend a minimum of two NCB meetings in the year in which they serve, from one AGM to the next.
- needs to be able to carry out additional business of the NCB outside of the NCB meetings via electronic means, including by email, Facebook groups and phone.
- Will be aware that any email address they use will come under the remit of the Data Protection legislation. It is therefore advisable that they use a generic HEN email address and not their personal email address for electronic correspondence.

### Specific Responsibilities for the IT Officer:

- Maintains all technical aspects of the HEN web page, online payment system and database, ensuring all links work, etc.
- Reviews the purchasing of the hosting service each year before payment by the Treasurer.  
Adds updated information to the web page themselves or as provided by the other NCB members, including updated documents such as the HEN Constitution, links to Tusla, etc.
- Assists with the technical aspects of the HEN social media accounts and any other online HEN presence (e.g. Zoom License).
- Advises NCB on technology related topics, including gathering and preparing any required information.