

Technology Committee

Reports to: GVIAS Board of Directors

Liaises with:

- BitF Production
- Dustcovery Production
- Recharge Production
- Art Grants Committee - forms and back end data transference
- Communications Committee

General Description

The Tech Committee functions to provide technical support to GVIAS, the Board of Directors and its committees (including the event production committees). Primary functions include ticketing, G-suite and website management, and special projects (i.e. current website overhaul and modernization, recommendations on new platforms to use to meet GVIAS' needs). This team consolidates functions that have in the past been dealt with by a number of roles across our events, within the board, and in community on an ad hoc basis.

Organizational Goals & Responsibilities

- Ticketing for all GVIAS events
- Maintain website and update as requested by appropriate committees
- Update website with new dates, roles, and requirements for production cycles as requested by these teams
- Help make informed decisions on technical issues and new platforms to meet GVIAS needs
- Manage Base Camp and all the additions and permissions
- Permissions for the google suite (i.e. gvias email account management, ensuring correct access to drives)
- Approve new GVIAS members on website monthly, as instructed by GVIAS board
- Print membership list of all current members for the GVIAS Annual General Meetings (March) and any Special General Meeting

Expectations

- Keep the website updated for GVIAS
- Run tickets as required by contract team and following dates as outlined by production
- Timely responses to requests from BoD, Comms, event productions teams
- Keep regular and accurate minutes of any committee meetings of the whole
- Use G-Suite and Drive to store all materials to ensure continuity of knowledge
- Report to the BoD and community annually at the AGM
- Follow the Code of Conduct in all interactions
- Follow all applicable BoD approved policies

Commitment

Year round. Appointment is one or two years in length

Multiple Terms: yes

- 4-8 hours per month, additional leading up to major events

Role Requirements

- Familiarity with technical aspects of online platforms (website is: wordpress)

- Familiarity with G-Suite
- Technical ability and ability to learn new systems quickly