

## **ROLE OF THE I.T. ADVISOR**

- Advise the Committee on I.T. related issues including Data Protection & Privacy (GDPR)
- Administrator of Branch email (i.e. check & forward Branch correspondence to committee).
- Manage the Website hosting services (Renewal of Domain; Committee Email).
- Update website with information provided by other Committee Members and other information as appropriate e.g. photos of events etc
- Overall responsibility for the 6 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 member is able to offer.

Additionally, the present postholder updates the Annual Speaker Diary (with information provided by Speaker Secretary) and arranges for this to be printed (400 copies) after the AGM each year although this is not necessarily part of the IT Advisor role.

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