

National Association (NA)/ Chapter Model Role Profile: NA/Chapter IT Coordinator

CISV educates and inspires action for a more just and peaceful world.

Summary of CISV Statement of Educational Purpose

This document is one of a series of model role profiles intended to assist NAs and Chapters in structuring the work of their Boards and key official positions. Each NA/Chapter operates somewhat differently and may assign responsibilities in different ways. These model role profiles give you suggestions and a checklist to help you make sure that certain basic areas are covered. They can also help you with recruitment and training of new officials. They can be found in section U of the Info File and can be seen in relation to the corresponding International Committees whose Terms of Reference are in section O.

Role	NA/Chapter IT Coordinator		
Purpose (how it helps CISV)	To ensure that the NA/Chapter has electronic infrastructure that is in line with CISV International guidelines and enables the NA/Chapter to communicate effectively within CISV		
Responsibilities	Knowledge/ Skills required	Main resource docs	Comments
Recommend to the NA/Chapter (Board) specific policies and actions in the field of IT	Knowledge of CISV goals, structure and programmes		It is recommended that each NA have a website. It may be very basic, but it can provide general introductory information.
Ensure that the NA/Chapter's website serves its needs; Ensure that the website complies with CISV International branding guidelines (rules); Ensure that someone with the necessary skills is acting as "webmaster" and ensuring that the content is appropriate and up to date.*	Appropriate IT professional skills Organizational skills	Info File R-14 and CISV Electronic Communications Guide	*Note that re website content, the IT manager likely has a coordinating technical role and may be responsible for uploading content that comes from other people (e.g. training info from the Training Coordinator). Any publicity info about CISV should be developed by the PR Coordinator

Ensure that the NA/Chapter uses the international e-mail re-direction system for all official positions and that they comply with CISV International rules; and) Ensure that someone with the necessary skills is administering it and keeping it up-to-date.		Info File R-14 and CISV Electronic Communications Guide	
Liaise with the Secretary to ensure that the NA/Chapter has set up its official's directory on the Friends website and that someone with the necessary skills is administering it and keeping it up to date.		Electronic Communications Guide	The International Information Technology Committee is there to provide mentoring and support where needed. The International Office staff can also assist:
Liaise with the Secretary and Programme Coordinators to ensure that the NA/Chapter officials have the knowledge and skills to be managing participant registration and communication on the Friends website		Electronic Communications Guide and Programme Guides	
Ensure that the NA Secretary understands how to access (specific) information on the CISV International Intranet		Electronic Communications Guide	
Liaise with the International Information Technology Committee and International Office (Operations Officer) as needed		itc@cisv.org operations.officer@cisv.org	

RELATED DOCUMENTS

It will be helpful to view this document together with:

- The Terms of Reference of International Information Technology Committee (Info File O-12).
- CISV's Working Principles for Good Governance (Info File O-07)
- National Association (NA)/ Chapter Model Role Profiles: NA/Chapter President (Info File U-03); NA Secretary (Info File U-09); NA/Chapter Training Coordinator (Info File U-10); NA/Chapter PR and Fundraising Coordinator (Info File U-11); NA/Chapter IT Coordinator (Info File U-12); NA/Chapter Treasurer (Info File U-13); NA/Chapter Risk Manager (Info File U-14); NA/Chapter Junior Branch Coordinator (Info File U-15); NA/Chapter Programme Coordinator (Info File U-20).