

**UUFH**  
**Shared Ministry Position Description**

**Position Title:** IT Committee Chair

**Cluster:** Communications and IT

**Purpose of Position/Description:** To lead a collection of Fellowship members in the duties and responsibilities of the Information Technology Committee.

**Responsibilities:** Lead the committee in the maintenance, implementation and upgrade of the Fellowship's IT resources, which include:

- 1) Website Presence
- 2) Applications (Power Church, Quick Books, Microsoft Office, AVG Antivirus)
- 3) Network devices and throughput
- 4) Workstation functionality
- 5) Data storage, backup and recovery

**When is this ministry performed/Amount of time required:** One meeting per month (either in person or by conference call/online meeting) plus email chain and/or blog correspondence as needed.

**Qualifications:** The ability to coordinate and attend meetings, and some working knowledge of all the IT resources listed above. Interpersonal skills will be helpful when working with committee members, staff and volunteers.

**Training Provided:** To be determined based on monies available to the cluster.

**Support Provided:** Communications and IT Cluster Chairperson, Cluster Coordination Council, Board of Trustees, Minister, and other congregants with technical knowledge.

**Board-Appointed?** No

**Responsible to?** Communications and IT Cluster Chairperson

**Length of Commitment (or Term if Board-Appointed):** One year, renewable term.

**Note:** *In order to ensure effective succession planning, included herein is the responsibility to have a "trainee" in line for this position who is mentored in the role and to participate in recruiting successors, as necessary.*

**Benefits:** Working with others within the Fellowship to maintain and grow the UUFH's IT presence and effectiveness to the congregation and the workings of all the committees of the Fellowship. Knowledge that one's work fosters work toward our Fellowship mission plus membership connections of all kinds. There is also the possibility of developing marketable technical skills and resume-worthy experience.

**Prepared by:** Larry Chorowski

**Approved by BOT on:** [date]