

# IT Committee Guidelines

## Approved by ASDCA BOD 11/11/2025

**Document Owner: IT Committee Chairperson**

### **Purpose**

This guideline describes the mission and responsibilities of the IT Committee.

The IT Committee is a standing committee enacted to develop, support and maintain technological projects and technologies required by the Club.

### **References**

Revision	Document name
07MAY2011	ASDCA Committee & Appointed Position Guidelines
04SEP2024	ASDCA Bylaws

### **Membership/Roles**

**IT Committee Chair** - Committee chair leads and manages the IT committee.

- Annual committee activity and financial reporting to BOD for presentation at Annual General Meeting (AGM) or as requested by the Secretary/as necessary as described in the ASDCA Committee & Appointed Position Guidelines (C&APG). Committee reports to include financial statement with detailed tracking of expenses/incomes.
- Proposal of IT-related projects and expenses to BOD.
- Working with Treasurer for expense approval and planning.
- Tracking of IT Committee expenses.
- Ownership and maintenance of the IT Committee Guidelines.
- If Committee Chair is not a member of the BOD a BOD Liaison will be assigned.

**IT Committee members** – The IT Committee members support the technology needs of the Club under the management of the Chair and perform the responsibilities as described in the IT Committee Guidelines and is composed of 2 or 4 people such that with the chair the total makes either 3, or 5. Jobs can include such as:

- Updating pages on the website

- Updating Social Media
- Digitize photos

## **Duties**

**IT Committee** is responsible for the identification, research, selection and monitoring of technologies in support of the club IT needs. The following are responsibilities of IT, if something is for the IT Chair only it will be followed by an asterix.

### **ASDCA Website**

- Web development and maintenance of all public-facing pages including structure, photos and content as needed.
- Organization of content and layout of pages.
- Members only section – approve new member requests authorized by the Corresponding secretary, support of member access issues, posting of BoD minutes, posting of AGM Agenda and minutes, posting of new member applicant postings, posting and maintenance of other content.

### **Social media**

- Posting to Instagram and Facebook to promote club news, events and breed promotion.

### **E-commerce**

- Develop, support and maintain ASDCA e-commerce sites.
- Load and update purchasable items and services, including merchandise, renewals, donations.
- Facilitate transfer of funds to ASDCA bank account.

### **Digital assets**

- Provide guidance for and provide for the protection of club information assets, including the storage and backup of files, digitization of paper-based assets such as Anatolian Times and other club or breed related publications, photographs and the stud book.

### **Technology selection**

- Responsible for the identification, qualification and selection of technologies required to support the Club to the point of financial approval if needed by the ASDCA BoD including new technologies, upgrades, service/support for:

- Web platforms
- Web hosting
- Email
- E-commerce
- Phone/video conferencing
- Cloud storage
- Data backups
- Member communications tools
- Email marketing

### **Cybersecurity**

- Ensuring technologies and platforms used meet the minimum cybersecurity requirements as defined by the IT Committee in line with the level of protections required for the data or system in use or under evaluation.

### **Media, presentations and advertising**

- Assist with the development of Club presentations, media and advertising including the AGM and awards.

### **BoD/Member support**

- Provide support to BoD/members as needed for Club related technologies.

**Unique Expertise Required:** Special skills required of members or Appointees, include at least some of the following: general technology skills, computer skills, Word Press, and other skills to be discussed with IT Committee members and chair.

**Unique Requirements:** The ability to meet via Zoom, take cell phone calls, and be available to help with the workload which varies.

**Responsibilities/Guidelines:** State in detail what the duties of the committee or Appointed Position entail; include any rules and regulations that govern the committee or Appointed Position.

**ALL WEBSITE AND SOCIAL MEDIA POSTS** are to be made in accordance with the objectives of the club as stated in the Bylaws in a positive and respectful manner and at the direction or supervision of the President or Secretaries.

All committee members are required to adhere to Club Bylaws, Club and Committee Guidelines.

**Budget:** As a rule, committees do not work with a budget and are not given a budget per se. The one exception to this rule is that IT is in charge of the Club website and online meeting software. IT reports all expenses.

**Submission of Reports:** At a minimum, an annual report must be submitted to the Recording Secretary 30 days prior to the AGM.

**Change History**

Revision	Change log	Initiator	Approval date
00	Initial release.	R. Amov	DDMMYYYY