OXFORD UNIVERSITY WALKING CLUB

TERMS OF REFERENCE

IT Officer

By default the Club's Webmaster is also the IT Officer. The committee may designate another committee member as the IT Officer if, for example, the Webmaster is not allowed by OUCS regulations to be the IT Officer.

General responsibilities

The IT Officer is primarily the Club's contact for the University regarding all IT issues covered by the University's / OUCS regulations and is the owner of the Club's University/OUCS account "walking", hereafter referred to as the Club's University account. Some duties of the IT Officer are described in paragraph 2f of the Club's Constitution.

The IT Officer must be aware of the regulations and guidelines relating to the use of IT facilities published from time to time by OUCS. *Note that for purpose of those regulations, if the club's Webmaster is not allowed to be the "Principal Webmaster" referred to in those regulations, the IT Officer shall be the "Principal Webmaster".*

In particular, the IT Officer should:
- Ensure that the Club continues to be registered with OUCS.
- Ensure that anyone using the IT facilities made available to the Club by the University is aware of and complies with the University regulations.
- Ensure that the Club's website complies with University regulations.
- Maintain the Club's University email account (walking.club@studentclubs.ox.ac.uk) and mailing lists.
- Transfer files to and from the Club's University filespace/webspace as required by the Webmaster (if OUCS regulations do not allow the Webmaster direct access).

Note that the Webmaster is responsible for updating the content of the Club's website; the IT officer should only check that the website is compliant.

Suggested Timeline

Straight after TGM:
- Get the Club's University account password from the previous IT officer and change it.
- Get email address from new committee members. This information is needed to update the Club's mailings lists, the @ouwc.org email forwarding and the committee page. Give relevant information to the Webmaster for the @ouwc.org email forwarding and the committee webpage.

- Inform OUCS (registration@oucs.ox.ac.uk) that the IT Officer of the Walking Club has changed and give his/her Bod card number as well as, *if they are allowed access to the Club's University account*, the name, bod card numbers and Oxford usernames of the President and Webmaster.

Any time:
- Make sure that the Webmaster and the other users of the Club's University account follow University and OUCS regulations and guidelines.

Updated by Natasha Ng, Webmaster HT16