

**AVCG**  
**IT Crew Description, Responsibilities and Tasks**  
Updated 1/4/2019

Purpose:

The purpose of the IT crew is to maintain AVCG's web resources, which includes the AVCG website and Facebook group.

Current Crew Member: 1 coordinator

Crew Coordinator Responsibilities:

- Update the website when new material is available, including Steering Committee minutes postings, community events, pest information, etc.
- Accept invitations from/invite new members to the Facebook group.

Tasks:

Annually:

- Review the club's website for ease of use and visual /content appeal to AVCG members and the public.

Monthly:

As requested:

- Post updates to the website and /or Facebook group as they arrive.
- Follow-up on reports of problems with the website.
- Develop or add to Training Manual, so future crew coordinators will be able to understand how our website and Facebook work. (Provide passwords and how to use the WordPress application.)