

Information Officer

Responsibilities: The Information Officer provides the technical aspects of management of the EDA information, cooperating with other Board members such as those dealing with Memberships, Volunteers, election readiness, and Web sites; including pursuing problems with CIMS, developing databases and spreadsheets, obtaining requirements from other Board members and providing solutions to meet those requirements, and ensuring the election campaign has the technical data management capabilities required by the campaign manager. The Information Officer will also define the security and back-up requirements and methods for EDA.

Qualifications: Ideally the Information Officer should be fully conversant with Information Technology and the management of information using technical tools such as databases and spreadsheets. The Information Officer should be capable of suggesting approaches in information management to others on the Board, without forcing particular solutions on others.

Time Commitment: Frequent interactions with other Board members consume about 5 hours per week. Work on spreadsheets, databases, and follow-up on CIMS problems consumes approximately 5 hours per week. During the election, the time commitment increases to approximately 25 hours per week.