

## MNC Internet Properties Guidelines – Technology Officer

- Board appoints a Technology officer. This is a role not a position and can be held by any other board member except the President or Treasurer.
- All Internet properties will have their access user names and passwords stored in a secure online location.
  - The document that contains credential information shall be encrypted.
  - There will be a secure folder to store relevant communications and screen shots of FB guideline violations in accordance with Moderator responsibilities.
    - This folder will be accessible by the FB moderators and the Technology Officer.
- Technology Officer has the following responsibilities:
  - Ensure internet properties are current and relevant
  - Keeper of the access credentials + one other board member.
  - Manages the secure on-line location.
  - Oversees moderators & contact for non-board moderators
  - Immediately Reports to the board on any irregularities and issues.
  - Provides reports to the BOD in regular meetings
  - Transfers access to successor.