

### 6.4.3.1

#### **TECHNICAL COMMITTEE CHAIRPERSON**

##### TECHNICAL, FORUM AND WEBSITE MANAGER

Role: -

- (i) The role is to oversee the development and smooth running of the Technical, Forum and Website sections of the Guild. To provide reports to Management as required, and to keep the membership informed mainly through updates published in the Guild News.
- (ii) To ensure that the three sections are a useful and helpful facility for Guild members to make use of.
- (iii) To ensure that costs are kept under control in line with Guild financial requirements and constraints.

Responsibilities: -

**Technical: -**

- (i) To oversee the efficient running of the Technical Committee, and to provide the leadership and initiative necessary for the achieving of the committee's objectives.
- (ii) To ensure that relevant Guild policy is implemented,
- (iii) To submit an annual budget of income and expenditure for the Technical Committee, and to control the committee's expenditure within that budget
- (iv) To ensure that committee meetings are held as necessary, and that minutes of those meetings are circulated to members of the Management Committee, committee members and other Guild members as directed by the Management Committee.
- (v) To be a focal point for technical enquiries from guild members through the Gazette, mail or forum, and to delegate to the most suitable members of the technical committee for resolving.
- (vi) To recognise and recommend (subject to the Management Committee approval) such Guild members as may be required to fulfil the objectives of the Committee.

**Forum : -**

- (i) To ensure the Forum facility is a useful and friendly area where members can help and support each other with modelling and related topics.
- (ii) To help to define and oversee rules and controls for the forum.
- (iii) To consider suggestions from members regarding improvement to the forum.
- (iv) To support the forum moderators and administrators in moderating the forum to maintain the constructive nature of threads and posts etc and to have responsibility for making final decisions regarding members who abuse the forum or forum rules.
- (v) To oversee recruitment of volunteers as and when required in the forum moderator or administrator roles.

**Website : -**

- (i) To oversee the Guild website, as a major facility of information of use to members.
- (ii) To be aware of and support the website team with their activities in maintaining and developing the website.

To be the focal point between management and the website team (and visa-versa) regarding the website and website changes etc.

- (iii) To be aware of the role of each member of the website team.