



**Policy Type:** Governance

**Created:** 02/01/2011

**Policy Title:** Network Coordinator Duties

**Revised:** 05/18/2021

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This Coordinator Position reports to the President.

The primary function for the position is to maintain the network in working order, and respond to requests for modification or maintenance of networking.

## Hardware

Maintain computers in the following areas:

- Office
- Green Room
- Technical Booth (if requested by the Technical Coordinator)
- Box Office

Maintain network connectivity of printers in the following areas:

- Office
- Green Room

Maintain other necessary networking equipment, including:

- Firewall
- Switches
- Access Points

## Network

- Applying updates to software.
- Ensure security of the network.
- Setting appropriate accounts on each computer.
- Ensure uptime of the wireless network.
- Maintain network documentation.
- Providing instructions where needed.
- Liaise with the town regarding inter-building cabling.

## Purchases

Purchases of hardware or software are to be approved by the Board of Directors.