**Technology Coordinator**

**Objective**

To ensure technology is current and in good working order.

**Key tasks & responsibilities**

* To coordinate and implement new hardware and software within the Toy Library.
* Maintain online accounts linked to the Toy Library including domain name and hosting renewals.
* Annually review & update who has access to accounts.
* Update passwords regularly.
* Review website half yearly and update when required.
* Provide maintenance and guidance for technical issues and liaise with the Committee on solutions.
* Provide a short progress update for the monthly committee meeting (attendance not essential).

**Member of**

General Committee

**Desirable Skills**

* Knowledge & understanding of computer systems
* Knowledge & understanding of word press webpage design