

β: Society Leadership

A.1 Director of Information Technology

A.1.1 The Director of Information Technology shall be responsible for:

- a. Supervising the IT team.
- b. Supervising the IT Outreach Coordinator.
- c. Supervising the IT Mentor.
- d. Managing the Engineering Society's cloud architecture to provide web, e-mail and file storage services.
- e. Performing the budgetary planning for the IT department.
- f. Maintaining the Engineering Society's workstations for use by the Engineering Society's Executive, Directors and Officers.
- g. Protecting the integrity and security of EngSoc's data, through appropriate archival and security policies.
- h. Working with the Engineering Society's services, clubs, groups and design teams to ensure effective and efficient use of shared and private IT resources.
- i. Keeping a full inventory of the Society's physical IT assets, including purchase dates and warranty information.
- j. Compiling and maintaining complete documentation for all aspects of the Society's IT infrastructure.
- k. Providing training and documentation for all users of Engineering Society computer equipment.
- l. Coordinating projects among the IT team.
- m. Delegating work to the appropriate positions of the IT team.
- n. Submit a transition report that the end of their term.
- o.

B. λ: Information Technology

C. Information Technology

A.1 IT Mentor

A.1.1 There shall be an IT Mentor hired, per the discretion of the Director of Information Technology.

A.1.2 The IT Mentor shall meet with and provide advice to:

- a. ESSDEV groups on their projects