

## β: Society Leadership

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### 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.
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## B. λ: Information Technology

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### 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