RED KNIGHTS INTERNATIONAL
FIREFIGHTER MOTORCYCLE CLUB®
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2023 SOG revision reference 1/23/2023 updates

SOG Section 19: Communications Chair, Web Page Rules (As written)

SOG Section 19: Committees (As proposed)

19:02 Duties of the Information Technology (IT) Committee (As proposed)

The duties and powers of the IT committee are ensuring that our organization can use software and hardware to complete their daily tasks and help with future support tools. IT committee job duties include, but are not limited to:

- Resolving IT support requests from Board members
- Providing advice on appropriate hardware and software needs of the organization as a whole.
- Helping in developing new systems and tools for members to use. i.e. Help-A-Knight mobile app, mobile email, and any other systems or apps deemed necessary to move the Club forward into the future.
- R.K. Memorial Hall (e.g. electronic welcome and messaging monitor(s) / features). Ideas/recommendations.
- R.K. Memorial Park (Heaven 1 electronic memorial scroll/kiosk). Ideas/recommendations.
- Answers members' questions regarding RK apps and new chapter email setup.
- Gathering and analyzing data to diagnose problems with the computer and/or app systems
- Changing configurations, settings, and permissions to fix computer issues
- Developing streaming systems for ABM and other items deemed necessary for broadcasts.
- Installing new software and hardware drivers and updating existing ones as needed for organization-owned laptops and systems.
- Developing a laptop and peripherals replacement program.
- Maintaining a database for all hardware and software items, including serial number models and account passwords for software services. These items shall be reported to the International Secretary on a quarterly base.
- Maintain a cloud-based document storage system for all offices of the International Executive Board.
- IT committee will be responsible for assisting other committees with developing modern technologies to help drive the RKIFMC.
- Developing all systems, databases, and QRGs in a manner that is user-friendly for all of our worldwide members.

The website content, Social Media content, and issuing of new RKIFMC emails will remain assigned to the Communications Chair. This committee shall have up to three members assigned by the International Board with the Chair being selected by the three members assigned. The IT committee shall not enter into any contract or make any purchases without the sole permission of the International Board.