

ITRT Business and Major Responsibilities of Officers

<http://kla-itrt.org>

ITRT Business (budget permitting)

- Consider sponsorship of the Internet Café at KLA Fall Conferences
- Consider sponsorship of one featured speaker at KLA Fall Conferences
- Consider awarding a scholarship for attending KLA Fall Conferences (up to \$1000)
- Provide Web Services to ITRT members

Major Responsibilities of Officers

Chair

Responsibilities

- Represent ITRT (attending KLA Board meetings and submitting reports as needed)
- Oversee ITRT activities and operations (convene discussions, draft documents, etc.)
- Serve on Conference Planning Committee

Chair-Elect

Responsibilities

- Serve on KLA Communication Committee
- Prepare slate of nominees for new officers

Treasurer

Responsibilities

- Approve Intranet account request based on membership
- Manage applications for ITRT Scholarship
- If qualified, serve as a backup for the Web Services Officer and, if available, become a candidate for Web Services Officer when current term ends

Secretary

Responsibilities

- Record ITRT annual meeting minutes
- Manage ITRT news and newsletter, *Iterations* and the contents of ITRT Intranet
- If qualified, serve as a backup for the Web Services Officer and, if available, become a candidate for Web Services Officer when current term ends

Web Services Officer

Responsibilities

- Coordinate with vendor on Web services related matters such as subscription, domains or sub-domains, etc.
- Manage system accounts such as FTP accounts
- Perform installations and basic configurations of supported applications
- Perform and maintain backups of ITRT Intranet site

Requirements

The candidate should be a former ITRT officer from the previous term (this is to ensure the continuity of support and enough time for training.) The candidate must also have working experience with Unix/LINUX commands and Web server as well as working experience with system utility tools and commonly used applications such as Telnet/SSH, FTP, graphical applications, etc.

Note:

All the other four officers are elected by ITRT members according to the Bylaws except the Web Services Officer, who moves from Treasurer or Secretary, according to qualifications and availability.