USYVL National IT/Data Base Advisory Commission Member Job Description

Purpose

The USYVL volunteer position of National IT/Data Base Commission Member assists and supports the National Board of Directors, National President and Executive Director in providing consultation and advice regarding development and support of IT/Data Base solutions to meet the needs of the Organization. Commission Members assist in identifying new development options, analyzing and prioritizing those enhancements and suggestions received from USYVL volunteers, parents and staff at all levels.

A Commission Member is recommended for appointment to a one-year term of office by the Chairperson or Executive Director and is subject to the approval of the President. The position may be extended or opened for application on an annual basis at the discretion of the President in consultation with the Chairperson and the Executive Director. When the position becomes vacant for any reason, it shall be opened for applications.

Duties and Responsibilities

In coordination with other Commission members, the Commission Member is expected to:

1. Support USYVL National Programs with their actions and words;
2. Attend all Commission meetings including conference calls;
3. Assist with the identification of improvements to USYVL's IT/Data Base systems, recommend and evaluate new enhancements, working cooperatively with the Executive Director and other designated USYVL staff members;
4. Prioritize the implementation of enhancements approved through the commission process;
5. Assist with the review, updating or development of instructional materials for utilization of USYVL IT/Data Base systems by volunteers, members or staff;
6. If requested, serve as the representative and spokesperson of the Commission in all venues that he/she attends as a designated representative; and
7. Complete other tasks as assigned.

Qualifications and Desired Skills

To be considered for the position of Commission Member the applicant must understand USYVL and its Philosophies complete a USYVL Volunteer Application Form and should:

1. Have working knowledge of the USYVL National Programs;
2. Be experienced in one or more of the USYVL roles which make heavy use of its IT/Data Base systems;
3. Be well versed in the use of USYVL IT/Data Base systems for that role(s);
4. Demonstrate ability to work with group process;
5. Have well-developed communication and interpersonal skills;
6. Be comfortable in the computing environment. Preferably having experience in some aspects of software development, deployment or as a software trainer; and
7. Have the ability to teach others how to maximize utilization of the various components of the USYVL IT/Data Base System.

Supervision Protocols

While performing as the Commission Member, the volunteer is:

1. Subject to the Bylaws, Policies, Guidelines and procedures of USYVL;
2. Appointed by and under the overall authority of the President and is under the direction of the Chairperson.

Time Commitment

The term for this appointment as a commission Member is one year. The time commitment during the term to fulfill the duties of the position is estimated to be between 40 and 60 hours per year.

Orientation and Training Provided

To prepare a volunteer for the position of Commission Member, he/she must participate in an orientation with the Chairperson and the Staff Administrator and attend such additional training as identified by the Chairperson, the President or the Board of Directors

Activity Locations

While performing the duties of the Commission Member, the volunteer can anticipate that activities may take place in the following locations:

1. USYVL National Office
2. Regularly scheduled USYVL events
3. Independent work at home alone; in committees of adults; and
4. Other locations designated and approved by the Chairperson and/or the Executive Director.

Measures of Success

1. Attendance at regularly scheduled events such as Commission meetings, conference calls, etc.;
2. Comply with and champion the decisions of the Commission, the President and Board of Directors and the needs of the National Staff;
3. Completion of tasks assigned by the Chairperson within a specified time as written or communicated orally; and
4. Execution of duties and responsibilities in a manner consistent with the Mission of USYVL.

In support and in addition to the qualifications listed above, a National IT/Data Base Commission Member should possess some, and preferably many, of the following qualifications and skills:

Above average writing, editing and computer skills to contribute to the following:

- Write and review all articles related to IT/Data Base information and processes for email and regular mail publications
- Review and edit current IT/Data Base information on USYVL.org and procedures and processes utilized by National Staff in the normal course of their duties.

Above average marketing skills to contribute to the following:

- Establish the value of and increase the implementation of IT/Data Base Systems and processes to volunteers and parents
- Analyze USYVL's Strategic Plan to determine ideas, issues and impacts that it may have on IT/Data Base System for current and future use