



SANTA CRUZ MOUNTAINS  
ART CENTER

9341 Mill Street, Ben Lomond, CA 95005 831-336-3513 [www.mountainartcenter.org](http://www.mountainartcenter.org)

## INFORMATION AND TECHNOLOGY POLICY

Under Review by the Board of Directors April 14, 2014

- 1) The Information Technology Committee, here after referred to as the IT Committee, is open to all Santa Cruz Mountain Art Center members, and will meet at regular intervals which will be posted on the monthly calendar.
- 2) The Chair of the IT Committee will be appointed by the Board of Directors.
- 3) The Chair of the IT Committee will oversee the website and online presence of the Santa Cruz Mountains Art Center, and report to the Board of Directors.
- 4) The Chair of the IT Committee is responsible for adhering to the Santa Cruz Mountains Art Center's Mission Statement, Articles of Incorporation, By-Laws and Policies as may be prescribed by law.
- 5) The Chair of the IT Committee will lead the Committee as a collaborative group.
- 6) The IT Chair should have both general and specific knowledge of standard Website and Technology practices.
- 7) The IT Chair will gather and review data concerning the functioning of the website using Google Analytics and other web tools.
- 8) The IT Chair will review and estimate design costs including software and standard website tools to present to the Board of Directors.
- 9) The IT Chair will provide IT training as necessary to staff, committee members, and others as deemed appropriated by Board of Directors.
- 10) The IT Chair and the Committee with help to integrate IT best practices into all the Mountain Art Center's administration and programs.