**FERC Bylaws Description of Information Technology Committee**

The committee coordinates with the Webmaster to design, develop and maintain the Club website ([www.ferc1.org](http://www.ferc1.org)) and reviews current and new technology for use in attaining Club goals. The committee develops and maintains the capability to send bulk Email notices to all members who provide their Email addresses. The committee ensures that bulk Email is only sent for "emergency" situations and that a Club Officer reviews final content and approves the Email before it is released. The committee provides written reports of its activities to the board monthly.

Monthly IT Committee report includes tasks/activities performed by the IT committee and the activity for Amazon and PayPal. This report is sent via email to the board of director members prior to the monthly board meeting. Online access needed by the IT Committee is listed.

* **IT Committee Email account** fercweb@outlook.com password: FedExweb
	+ Monitor the email account on a regular basis.
	+ Respond to communications received.
* **Club calendar of events Email account** ferc.calendar@gmail.com password: fercevents
	+ The IT Committee is responsible for updating the club calendar according to event notifications received from and provided by the FERC Board of Directors.
* **Amazon Associates** – affiliates program where the club earns income from advertising fees. Amazon icon is on the ferc1.org website.
	+ Email contact information on the account is fercweb@outlook.com
	+ To access reports: <https://affiliate-program.amazon.com/> Sign In using fercweb Email account and password.
* **PayPal –** processes the credit card/paypal monies received online by FERC members for a small transaction fee. Account is FedEx Retiree Club and is registered in the name of Karl Birkholz using his home address, telephone number, social security number. PayPal also has the club’s tax ID number and Sam Carden’s mobile/smart phone number. PayPal was originally established to collect annual membership fees. Club calling card orders are also processed through this account if paid online via the ferc1.org website.
	+ Email contact information on the account:
		- fercpay@hotmail.com (Primary) All PayPal electronic correspondence is sent to this Email account, including the notification of payments. This email account is monitored/managed by the Membership Chair. The party handling club calling card orders also has access to this mail account.
		- fercmembership@hotmail.com
		- fercweb@outlook.com
	+ To access the account: <https://www.paypal.com/home> Log In using fercpay@hotmail.com (Email account name) password: 1FedEx$$
		- The account is monitored by the IT Committee.
		- Any refunds needed to be processed are done so by the IT Committee.
		- The Treasurer is the only party that may withdraw/transfer funds to the club bank account.

**Website Info:**

* Review the webmaster monthly billing invoice and membership database backup Excel file at the beginning of each month.
* Send a copy of the FERC member backup database to the Membership Chair at the beginning of each month, once received from the webmaster.
* Monitor WestHost billing and forward invoices to the Treasurer.
* Manage/monitor the Board login page contents on the ferc1.org website
* Submit all changes/revisions needed to the ferc1.org website to the webmaster who manages the server and files on the server.
	+ As of June 2016:
		- Webmaster Bill Bonk billbonk@billbonk.com

8909 Wonderland Park Avenue, Los Angeles, CA 90046 billbonk@billbonkwebdesign.com 323/656-0925 www.billbonkwebdesign.com

* + Web hosting services – server, files and hosting
		- WestHost
		517 West 100 North, Suite #225
		Providence, Utah 84332
		- WestHost Billing Department
		Phone: 1-800-222-2165, option 7
		FAX: 435-755-3449
		E-mail: billing@contact4.westhost.com
		- Client ID: 27478
	+ Domain service
		- Network Solutions
		Network Solutions, LLC
		12808 Gran Bay Parkway, West | Jacksonville, FL 32258
		Network Solutions® is a Web.com Group, Inc. company
		855-259-1952
		- Account Number 27535621
* Ongoing website monthly maintenance tasks include:
	+ Uploading most recent approved Treasurer’s report
	+ Uploading upcoming monthly luncheon information.
	+ Uploading Bimonthly newsletter pdf.

There is more info not in an electronic form. Pages of info in hardcopy detailing some other IT duties that pertain to the server and its uses are available.