

Leisure World Computer Center, Inc Operational Teams
Computer Learning Center

Last Revision: 12/21/2016

General Description	Detail Description	Primary Team Leader	Backup Team Leader	Team Member	Team Member
ADA (Mobility & Sight, etc)	Plan, Develop and Maintain both hardware and software Tools for Individuals with Disabilities	Dot Muse	Vacant	Janina Sajka	
Asset Management	HW, SW, Furniture, Equipment Asset Management System (Inventory Management)	Dot Muse	David Merritt		
Bulletin Board	Maintain Bulletin Board and Signage in Computer Learning Center	Andera Balbo	Vacant		
Computer Repairs Administration (CLC Equipment & Resident Equipment)	Provide all Hardware Maintenance and Repairs for Computer Center and Users as needed	John Lodsin	Vacant		
Documentation	General Policies & Procedures, Templates, Google Docs, Email Accounts, Formats, Forms – Develop and Maintain including General Policies & Procedures, Templates, Formats, Forms – Develop and Maintain Inventory Forms , User Guide for Residents, Policies for Monitors	David Merritt	Joyce Temple		
Facilities/Housekeeping	Maintain Center, Back Room & Basement Storage Room	John Lodsin	Dot Muse	David Merritt	
Finance and Budgeting	Maintain all Financial Records for the Leisure World Computer Center	John Feldmann	Vacant		
Fund Raising and Sales	Coordinating all fund raising activities, Selling of Services, Flash Drives, DVD's, Cloud Storage	David Merritt	Vacant		
Historical Records – Keep records of all documents	Maintain records on Website and Google Docs, etc	Vacant	Vacant	David Merritt	
Hospitality	Oversees Planning, coordinating of Special Events, Setup and Cleaning of all activities	Vivian Penda	Bob Hughes		

Network Management	Maintain all Network HW & SW	Nate Sternberg	David Merritt		
Nominating of Directors	Responsible for to annually recommend a slate of Candidates as officers as Officers for the Board of Directors to the Board of Directors. Every Officer nominated must already be a Member of the Board.	Vacant	Vacant		
Publicity/Marketing	Branding Design and Plans - Writing and distribution of Newspaper, Emails, SMS, Newsletter Marketing, Writing of Marketing materials, Developing Newspaper Articles, sends out of emails, Etc	David Merritt	Vacant		
Security - Logical	Develop and Maintain Security Policies & Procedures, Maintain internet Security Suites	John Feldmann	Vacant		
Security - Physical	Develop and Maintain Policies & Procedures	John Feldmann	Vacant		
Software for Mac's	Evaluate and Test new SW, Develop and Maintain testing procedures, Manage Cloning SW	Nate Sternberg	Vacant		
Software for PC's	Evaluate and Test new SW, Develop and Maintain testing procedures, Manage Cloning SW, Deep Freeze	John Lodsini	Dot Muse		
Strategic Alliances	Develop and maintain relationships. Please join ventures	David Merritt	Vacant		
Supplies Management	Maintain (EOQ), Inventory HW & SW Inventory Forms , User Guide for Residents	Bob Hughes	John Feldmann		
Training	Develop and Maintain List of Courses, Locations, Instructors, Schedules, Templates, Handouts, etc	John Feldmann	Andrea Balbo	Dot Muse	
Volunteers and Monitors	Maintain Volunteer shift Schedules, Sign up and Notification (SW) – Implement and Maintain Recruit Volunteers, Maintain communications with Volunteers, maintain name badgers for all monitors, Volunteers and Board Members	John Lodsini	Dot Muse		
Website	Update and Maintain Leisure World Computer Center Website	David Merritt	Dot Muse		