

Leisure World Computer Center, Inc.
Operational Teams for Computer Learning Center

Last Revision: 1/20/2017

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	X	X	Janina Sajka	
Asset Management	HW, SW, Furniture, Equipment Asset Management System (Inventory Management)	X	David Merritt		
Bulletin Board	Maintain Bulletin Board and Signage in Computer Learning Center	Andera Balbo	X		
Computer Repairs Administration (CLC Equipment & Resident Equipment)	Provide all Hardware Maintenance and Repairs for Computer Center as needed	X	John Feldmann		
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	Donna Copeland		
Facilities/Housekeeping	Maintain Center, Back Room & Basement Storage Room	David Merritt	X		
Finance and Budgeting	Maintain all Financial Records for the Leisure World Computer Center	John Feldmann	X		
Fund Raising and Sales	Coordinating all fund raising activities, Selling of Services, Flash Drives, DVD's, Cloud Storage	X	David Merritt		
Historical Records – Keep records of all documents	Maintain records on Website and Google Docs, etc	X	X	David Merritt	
Hospitality	Oversees Planning, coordinating of Special Events, Setup and Cleaning of all activities	Vivian Penda		Margarete	

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.	Nate Sternberg	X		
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	Margarete	X	Betty Smith	
Security - Logical	Develop and Maintain Security Policies & Procedures, Maintain internet Security Suites	John Feldmann	X		
Security - Physical	Develop and Maintain Policies & Procedures	John Feldmann	X		
Software for Mac's	Evaluate and Test new SW, Develop and Maintain testing procedures, Manage Cloning SW	Nate Sternberg	X		
Software for PC's	Evaluate and Test new SW, Develop and Maintain testing procedures, Manage Cloning SW, Deep Freeze	John Feldmann	X		
Strategic Alliances	Develop and maintain relationships. Please join ventures	Yolanda Campbell	David Merritt		
Supplies Management	Maintain (EOQ), Inventory HW & SW Inventory Forms , User Guide for Residents	X	John Feldmann		
Training	Develop and Maintain List of Courses, Locations, Instructors, Schedules, Templates, Handouts, etc	Jessica Fitzpatrick	Andrea Balbo		
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	Jessica Fitzpatrick	X		
Website	Update and Maintain Leisure World Computer Center Website	Donna Copeland	David Merritt		