

NEW MEXICO AHEAD

TECHNOLOGY COORDINATOR AGREEMENT

New Mexico AHEAD owns several pieces of technology that are used to facilitate virtual participation at our membership meetings, including a laptop computer and an all-in-one videoconferencing camera/mic/speaker device.

as Technology Coordinator for New Mexico AHEAD, I agree to carry out the following duties:

*Store the equipment in a safe, secure location;

*Update the equipment software/firmware as needed;

*Bring the equipment to in-person membership meetings, unless this becomes impossible due to unforeseen circumstances; in that case, I will make arrangements to deliver the equipment to another New Mexico AHEAD officer who can bring the equipment to the meeting;

*Setup and operate the equipment during in-person membership meetings, unless I am unable to attend due to unforeseen circumstances; in that case, I will provide instructions as needed on how to operate the equipment to a New Mexico AHEAD member with some technology experience, as designated by the president;

*Make arrangements to transfer the equipment to another New Mexico AHEAD officer if I am not able to continue in my role as Technology Coordinator.

Printed Name of Technology Coordinator: Dina S Tingley

Signature of Technology Coordinator:



Date:

2/22/23