

SONC Local Committee Technology Chair



The Technology Chair is an individual that is responsible for managing all aspects of the Games Management Software (GMS) system and athlete information. This includes but is not limited to inputting athlete information into GMS, keeping track of expiring paperwork, and running reports and heat sheets for any local Special Olympics competition event. As with all management volunteers, a volunteer screening form and background check must be completed.

Minimum responsibilities:

- Must be tech-savvy, willing to learn a new computer program, and must have access to a computer
- Recruit, screen and train volunteers to assist in inputting athlete information into the database
- Receive training in GMS
- Manage all athlete and volunteer forms in the system
- Oversee the creation of events in GMS and the supporting reports needed to run competitions
- Attend local competitions to manage the use of GMS
- Adhere to SONC specific and SOI policies regarding training, competition, eligibility and safety
- Attend and fully participate in local committee meetings
- Communicate regularly with committee members, Local Program Coordinator and Special Olympics North Carolina State-level IT Director, to ensure the database is up-to-date
- Evaluate goals and objectives annually
- Submit a final report from GMS to the local coordinator to assist with the completion of the local accreditation document