

# Additional Admin Policy

## Purpose of the Policy

The admin policy has arisen due to a need of defining some IT support.

## Identifying the Need

As in any business, this organisation has a number of duties. Our services are primarily first aid and/or swimming pool based. These roles are time and tuition extensive leaving little valuable time for admin duties, like printing and IT, which are important aspects of our day to day duties. For this reason we have decided to utilise the services of a volunteer admin officer.

## Who

John Greenwood has been tasked with providing IT services including design, web design, printing and any other admin duties as required. This role has minimal access to our client base and Mr Greenwood is fully compliant with our other policies.