

## **FISTBALL ACADEMY – Task Force**

### **Terms of Reference for members of the Task Force MULTIMEDIA and INFORMATION ADMINISTRATION**

1. The Fistball Academy (“Academy”) is a platform to promote knowledge exchange, learning, and the flow of information and communication in the international fistball family.
2. As defined in the Academy Governance Framework, the Academy comprises two bodies: Academy Committee and Academy Task Force.
3. These Terms of Reference discuss the generic and specific role of members of the Academy Task Force: Multimedia and Information Administration – “Multimedia Expert” (unpaid).
4. The role of the members of the Task Force Multimedia and Information Administration includes, but is not limited to the following:
  - a. Support, maintenance and implementation of matters related to multimedia, information administration and IT, including regarding the Academy homepage and platform, and various software and IT applications;
  - b. Development and design of the Academy homepage and platform, including various mock up and beta versions, as well as respective usability testing;
  - c. Identification of relevant learning material (courses and resources) within the field of multimedia and IT, and corresponding briefing of the Academy Task Force;
  - d. Development and review of new learning content, courses and resources, for the Academy, including quality control;
  - e. Development and design of multimedia content, e.g. videos, podcasts, etc., for the Academy platform;
  - f. Participate in formal Academy Task Force meetings / conference calls (i. e. four times per calendar year), and in informal meetings/conference calls, bilaterally with other Academy Task Force members;
  - g. Continuous exchange of knowledge and experience with the Academy Committee Multimedia Adviser.
5. Expected time commitment:
  - a. As the full scope of the Academy still needs to be defined/determined, it is difficult to quantify the expected time commitment at this time;
  - b. Having said that, the members of the Task Force Multimedia and Information Administration would ideally dedicate as much time as they could comfortably afford to give to the Fistball Academy and the broader fistball community.



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