

Chapter Leader Position Description: Technology Director

Position Summary:

The Technology Director is an elected officer of the Chapter. This position supports the chapter's web portal and other technology functions and works with board members to leverage that technology for the fulfillment of their board duties.

Time Commitment:

Term: Minimum of two years

Estimated Time Requirements per month:

- Attending board meetings: 2 hours plus travel time
- Attending monthly chapter meetings: 3 hours plus travel time
- Maintain online chapter web portal: 1-3 hours
- Work with board members on technology use: 1-2 hours

Responsibilities:

Operations

- Website development and updates
 - Website design and administration
 - Post by-laws and board position descriptions
 - Update board member information
 - ATD and chapter updates
 - Maintain contact and membership lists, consolidating duplicates when identified
 - Post program downloads when available
 - Post newsletters and board meeting minutes
 - Provide career listings made available to the chapter
- Ensure consistent entry of event information, working with VP of Programming
- Assist other board members in the use of the chapter web site, for the fulfillment of their board duties
- Help to organize update and guide the Board on usage of DropBox; where our shared files are stored
- Represent chapter professionally and ethically in all business functions/organizational activities
- Attend monthly chapter meetings

Board Role

- Attends and participates in monthly board meetings and chapter meetings
- Participates in other chapter events, committee meetings and conferences as available
- Represents chapter professionally and ethically in all business functions/organizational activities
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter

Qualifications:

- Member of ATD and chapter
- Demonstrated experience in technology functions, and managing online resources
- Effective verbal communication, personal interaction, and problem-solving
- Ability to work with other board members and guide them through the use of chapter technology for the fulfillment of their board duties
- Time available to fully participate in chapter and board meetings