

Vice President of Technology

Position Description

The Vice President of Technology is primarily responsible for the chapter's website and internal technology resources. Specific responsibilities include general oversight of the website, and adding, revising, and deleting information and articles as necessary as well as administration of the chapter's Google Workspace. The position also serves on projects related to the chapter's technology stack.

Essential Duties and Responsibilities

- Oversee website host to include ensuring adherence to work contract.
- Partner with Board members to identify, implement, and maintain website content, features, and other Technology that supports goals and improve member services.
- Complete website content additions, revisions, and deletions on a timely basis.
- Develop and recommend annual budget for technology function. Includes working with other Board members to determine additions and/or deletions to website pages, links, etc.
- Review website host's contract annually and recommend renewal to the Board.
- Partner with the Vice President of Membership to publish the Member Spotlight each month and other membership campaigns as needed.
- Serve on special projects to develop other technology resources as needed.

Qualifications

- National member of ATD and a member in good standing of the ATD South Carolina Chapter.
- Able to serve in position for a term of one year with possibility of re-election for an additional term.
- Time available to attend Board meetings and Chapter meetings as specified in Bylaws. Includes time available to chair committee meetings, participate in preparation for special events, etc.
- Partner with and support corresponding Geographic Interest Group (GIG) position as applicable.
- Assist the Nominating Committee by recruiting members for Board positions. Recruitment suggestions may also extend to standing committees, and other ad hoc groups/committees. Train replacement to assume role.
- Ability to build, motivate, and lead a team of volunteers.
- Ability to plan, organize and evaluate activities required by position.
- Ability to complete projects and goals within established timeframes.
- Working knowledge of computers and software applicable to position.