# Vice President of Technology

## Position Description

The Vice President of Technology is the primary liaison between the Chapter and the Webmaster. Specific responsibilities include general oversight of the website, and adding, revising, and deleting information and articles as necessary. The position also serves on projects related to the chapter's online resources.

## Essential Duties and Responsibilities

☐ Oversee website host to include ensuring adherence to work contract.

☐ Maintain Chapter social media outlets such as Facebook, LinkedIn, Twitter, etc.

☐ Recruit and lead Technology Committee members to maintain communication resources and to identify other ways to effectively communicate with membership.

☐ 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.

☐ Oversee online Job Bank specifically receiving job postings and requesting timely removal of postings. Also team with Vice President of Finance to invoice appropriate payment for services.

☐ 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.

☐ Work with Vice President of Finance to audit income/expenses monthly to ensure continuation of Chapter's financial condition.

☐ Review website host's contract annually and recommend renewal to the Board.

☐ Partner with the Vice President of Programs to publish event and/or meeting announcements on the Chapter's website.

☐ Serve on special projects to develop other online resources (e.g. Evite, PayPal, etc.).

## Qualifications

☐ National member of ATD and a member in good standing of the Midlands ATD 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 (e.g., Word, Excel, PPT, email, etc.).