Chapter Leader Position Descriptions: VP/Director of Technology

Position Description:

The Vice President of Technology is an elected officer of the chapter who is responsible to identify, implement and maintain website content and features and other technologies that will support board goals and improve member services.

Time Commitment: 1- 8 hours per week

Term: 18 months

Estimated Time Requirements per month:

- Attending board meetings: 1.5 hours plus travel time, if in person. Most meetings are virtual other than 2-3 per year.
- Attending membership committee meetings: 1-2 hours plus travel time
- Attending monthly chapter meetings: 3 hours plus travel time
- Communicating with administrative office about routine issues: 2-4 hours

Responsibilities:
Operations
- Support board and chapter functions by providing web pages, publishing interface, surveys, discussions, webinars, online forms, eCommerce, and other features as appropriate.
- Maintain chapter's web page and update, as needed
- Provide help in accessing and navigating websites.
- Act as point of contact and liaison with the website host.
- Maintain and administer our google suite.
- Draft annual budget for Technology function.
- Research, develop and facilitate the sourcing of new ideas and concepts for using technological innovation to deliver enhanced services to members.
- Attend all monthly board meetings and strategic planning sessions (typically 2 per year).

Board Participation
- Partners with other committees (marketing, programs) to highlight the value of becoming a member.
- Attends and participates in all monthly board meetings and chapter programs, when available.

- Participates in other chapter events, committee meetings, and conferences, as requested.
- Represents chapter professionally and ethically in all business functions/organizational activities.

Qualifications:
- Power Member (Member of ATD and chapter). (ATDRMC pays for the national membership. Board members are responsible for paying for and maintaining a current local membership).
- Solid information technology expertise and social media skills.
- Skilled in written and verbal communication, personal interaction and problem solving.
- Ability to plan, organize and execute activities as required by the position.
- Ability to complete projects within established timeframes.
- Ability to delegate tasks and monitor follow-through.
- Time available to fully participate in chapter programs and board meetings.
- Has a willingness to advocate for the chapter.
- Ability to seek others out as volunteers.

Skills:

- Effective verbal communication, leadership, diplomacy, personal interaction, problem-solving and meeting management.
- Ability to lead a committee, delegate tasks, and monitor progress.
- Ability to build, motivate, and lead a team of volunteers.
- Ability to plan, organize, and evaluate chapter activities.
- Demonstrated experience in budget design and accountability desired.
- Demonstrated ability to manage multiple tasks.
- Ability to seek answers to complex problems including researching, learning about and implementing.

To Apply:

1. Please fill out this form.
2. Our chapter president will be in touch with you to schedule an interview with one or more of our current board members.
3. You may be asked to submit references.