

V.P. of Technology

Perform all duties of V.P. of Technology as outlined in the by-laws. Responsible to identify, implement and maintain website content and features and other technologies that will support board goals and improve member services and presenting a monthly update of activities for monthly Board meetings via the Score Card.

Roles & Responsibilities

- Responsible for updating and maintaining a current chapter website with up-to-date information ~ **CARE**
- Host a Power Member page on chapter website ~ **CARE^A**
- Display Power Member logos on chapter website ~ **CARE^A**
- Add your chapter to the ATD Store ~ **CARE^A**
- Display Power Member testimonials on website, meetings and newsletter ~ **CARE^A**
- Maintain communication with local ATD members through updates on the Website
- Support board and chapter functions by providing web pages, publishing interface, surveys, discussion forums, forms, e-commerce and other features as appropriate
- Research, develop and facilitate the sourcing of new ideas and concepts for using technological innovation to deliver enhanced services to members
- Recruit and train future V.P. of Technology
- Represent the chapter professionally and ethically in all business functions and organizational activities
- Attend and participate in monthly board and chapter meetings
- Participate in other chapter events, committee meetings, and regional conferences as available

Weekly Tasks

- Follow up with other Board Members as needed
- Provide help in accessing and navigating website as needed
- Moderate discussion forums as needed
- Upload new documents to Google Drive as needed

Monthly Tasks

- Attend and present an update at monthly Board Meeting via Score Card
- Review website analytics and statistics to report to Board and members as applicable
- Update website homepage, information and graphics for monthly chapter meeting and SIG meetings
- ✓ As soon as possible after an event occurs, remove related graphics and links, add speaker handouts for members (if applicable)
- Update website homepage, information and graphics for other news, recognition and events
- Maintain website backups and file storage across platforms – Wild Apricot, Google Drive, etc.
- Talk about Power Membership at each Board meeting ~ **CARE^A**

Annual Tasks

- Design annual and monthly theme graphics and other graphics as requested by the Board
- Share best practices on joint membership with chapter leaders by presenting on NAC area calls, submitting an SOS, or presenting at ALC ~ **CARE^A**
- Complete a risk management assessment and operational plan with all Board Members ~ **CARE**
- Maintain joint chapter/ATD membership and participate in ATD leadership development opportunities ~ **CARE**