

Vice President of Technology

Position Summary:

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:

Term: One year

Estimated Time Requirements per month:

- Attending board meetings: 2 hours plus travel time
- Attending monthly chapter meetings: 3 hours plus travel time
- Performing other duties: 2 to 4 hours

Responsibilities:

- Maintains the Chapter's web site so that it is not only a means of promoting the chapter, but also preserves the chapter's history. Therefore, the following items should be published on the web site and maintained there until a decision of the Board of Directors (BOD) dictates otherwise:
 - Chapter financial statements.
 - Minutes of meetings of the BOD and chapter.
 - Subjects of chapter meetings.
 - Timely posting of upcoming events content.
 - Bylaws, job descriptions, and standard operating procedures of the chapter.
 - Forms typically used by the chapter.
 - Names of the current officers.
 - Relevant news items.
 - Profiles of chapter members and board members.
- Ensures all information on the website and emails is accurate and professional-including content, spelling, grammar, event details, etc.

- Supports BOD Chapter functions by providing web pages, publishing interface, surveys, discussions, webinars, online-forms, e-commerce, and other technical support.
- Serves as the point of contact for all matters related to the Website which includes, but is not limited to, communication with Website service providers, communication with e-commerce processing entities, communication with site visitors and chapter members when problems arise.
- Coordinates with VP of Finance to ensure updated and accurate technology costs are maintained
- Works with VP of Finance to support e-commerce of website. Webmaster will create e-transactions and handle technical problems with credit card processors and gateway service providers. Treasurer will monitor the e-commerce activity, reconcile it with the bank account, and be the point of contact for the credit card processors/gateway service providers.
- Works with the VP of Membership to maintain the Chapter's electronic means of membership management. This may require the entry of new names and e-mail addresses into the user data base. It may also require merging multiple user accounts.
- Recommends an internet service provider for hosting the Chapter's web site.
- Represents chapter professionally and ethically in all business functions and organizational activities
- Maintains active membership in ATD National and the Local Chapter
- Attends BOD meetings, Chapter meetings, and Strategic Planning Meetings
- Supports membership and attendance goals as determined by the BOD
- Complies with the Chapter's By-Laws and understands his/her responsibilities under the By-Laws
- Assists other BOD members with tasks as needed including the tasks of vacant BOD positions
- Trains and mentors the incoming VP of Technology