



## Director of Technology

### Position Summary:

The Director 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:** Two years

### Estimated Time Requirements per month:

- Attending board meetings: 2 hours (plus travel time if in-person)
- Attending monthly chapter meetings: 2 hours (plus travel and set-up time if in-person)
- Attending ATD Leader Calls: 1 hour
- Communicating with Board members about routine issues: 2-4 hours

### Responsibilities:

#### Operations

- Support board and chapter functions by providing web pages, publishing interface, surveys, discussions, webinars, online-forms, e-commerce and other features as appropriate
- Administer website hosting (Wild Apricot) and registration (GoDaddy)
  - Ensure website registration is renewed before its expiry
  - Ensure Wild Apricot renewal is arranged with finance board member
- Maintain Home page and update as needed
- Provide help in accessing and navigating website
- Act as point of contact and liaison with website host
- Support onboarding of new chapter leaders in accessing and navigating Wild Apricot, the Google Suite, and Slack. This includes training and administration of usernames, passwords, permissions.
- Design annual budget for technology function; audit income/expenses monthly to ensure chapter's sound financial status
- 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 the annual leadership conference
- May be asked to write articles for newsletter

### **Board Participation (Voting Member)**

- Participates in the development and implementation of short-term and long-term strategic planning for the chapter
- Provide a report on website activities and updates at the monthly Board meeting
- Maintain and update records relevant to the position for benefit of successor
- Before the end of Board term, recommend at least two potential candidates for the position
- Train successor in duties for this position during the transition period prior to successor's term of office
- Support and promote chapter affiliation requirements (CARE), and the strategic goals and action plans of the chapter
- Represent the chapter professionally and ethically in all business functions/organizational activities
- Attend and participate in board and chapter meetings
- Participate in other chapter events, committee meetings, and regional conferences as available

### **Key Collaborators**

All Directors requiring assistance and, especially, the following:

- Director, Professional Development & Programs
- Director, Membership
- Director, Marketing
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### **Qualifications:**

- Required to be a member of ATD National and Valley of the Sun chapter
- Solid information technology experience 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 the chapter
- Ability to seek others out as volunteers