

## **ATD GREATER ATLANTA CHAPTER OFFICER POSITION**

<b>TITLE:</b>	VP, Technology
<b>TIME OF SERVICE:</b>	One year (appointed)
<b>REPORTING RELATIONSHIPS:</b>	Reports to President
<b>LEADERSHIP:</b>	Leads the Chapter Technology Team.
<b>WORKS WITH:</b>	Executive Board, technology area Directors and collaborates with other Executive Board and Board of Director members as appropriate.

### **GENERAL FUNCTION:**

- Guides and oversees all the technology that supports the Chapter (e.g., Wild Apricot, website).

### **LEADERSHIP RESPONSIBILITIES:**

- Be familiar with the Constitution/Bylaws and policies and procedures.
- Attend Executive Board meetings as a voting member.
- Establish technology related goals to support Chapter mission, vision, and strategies.
- Determine necessary area structure to accomplish annual goals.
- Recruit and orient technology area Directors.
- Help Directors understand how their role impacts the Chapter as a whole by communicating goals and plans.
- Communicate with Executive Board to solicit input and to inform them of plans and activities.
- Communicate regularly with Directors to hold them accountable for meeting goals.
- Create and submit budget by the indicated deadlines and adhere to budget throughout term.
- Attend Chapter meetings on a regular basis.
- Act as liaison between Executive Board and technology area to support decision making and conflict resolution.
- Maintain confidentiality of ASTD business matters.
- Be a positive representative of ASTD.

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- Track time and resources used to meet goals to be used for future planning.

### **AREA RESPONSIBILITIES:**

- Creates and oversees implementation of the technology strategy and plans.
- Oversees the volunteer functions that manage and execute the following activities:
  - Updates and maintenance to Wild Apricot.
  - Management of Chapter email addresses.
  - Maintenance and support of Provider Directory.
  - Updates to ATD Atlanta Job Line.
  - Technology training.
  - Other technology volunteer functions as needed.
- Oversees the technology used by the Chapter, including:
  - Research and recommend to the Chapter leadership new technology and upgrades to existing technology.
  - Benchmark with other ATD Chapters and other associations to find and recommend how technology can be used to improve efficiency and improve services to members.
  - Direct other technology issues as they arise.

### **QUALIFICATIONS:**

- Excellent communication skills.
- Basic HTML skills.
- Internet technical knowledge.
- Experience with PHP beneficial.
- General knowledge of ATD Atlanta.
- Management and leadership experience.
- Member of Local and National ATD.
- Ability to recruit, motivate, train and retain volunteers.

### **ESTIMATED TIME COMMITMENT:**

- 4 hours annually for planning.
- 3 hours monthly for Executive Board meetings.
- 15 additional hours per month to perform specific duties of this area, lead volunteers and attend programming events.