

# Vice President of Technology

## Position Summary

This vice president of technology is an elected officer of the chapter identified to implement a strategy for the chapter’s web presence, including maintenance of website content, maximizing available features, and troubleshooting technology issues as needed to support the chapter’s goals and improve the experience of site visitors.

## Terms

One year.

Board members shall be elected to serve terms of one year, but no more than three consecutive terms. Board members may stand for re-election to the same board position, but no more than three consecutive terms. Terms may be extended to address a business need and approved by the Board of Directors.

## Estimated Time Requirement

Activity	Hours
Communicate with Board, Executive Committee and National ATD about technology issues, maintenance items, etc.	2-4
Website Maintenance and Monitoring. [2.0 * 12]	1-2
Author Blog/Newsletter	1-2
Attend 6 Board Meetings (every other month) [2.0 * 6]	1-2
Attend 6 Member Events (every other month) [3.0 * 6]	1-3
Annual Estimate of Hours	~35

## Functional Responsibilities

### Operations

- Supporting the chapter’s goals through the provision of web pages, publishing interface, surveys, webinars, online forms, e-commerce and other technology tools
- Maintaining website content
- Assisting with training on accessing and navigating website
- Acting as point of contact with the website host
- Researching and implementing best practices for using technological innovation to improve member experience
- Design annual budget for Technology function; audit income/expenses monthly to ensure chapter's sound financial status.

### Board Participation

- Represent the chapter professionally and ethically
- Participate in all board and chapter meetings, chapter events, committee meetings, and regional conferences
- Work collaboratively with other board members (i.e., VPs of social media, events, membership) to highlight the value of membership

- Author Blog and/or Newsletter Articles

### **Board Duties (as per Bylaws)**

- Establishing and implementing policies and procedures for the operation of the chapter to Ensure National Chapter Operating Requirements (CORE) compliance;
- Approving the strategic plan, the annual plan, and the budget;
- Approving categories of membership;
- Authorizing committees of the Chapter; and
- Performing other functions as appropriate for the Board of Directors

### **Qualifications/Skills**

- Board members are required to maintain membership in ATD (National).
- Board members are required to maintain membership in ATD (NM Chapter).
- Commitment to the chapter mission, vision, strategy, and goals
- Commitment to full participation in board meetings and chapter events
- Commitment to serve as an advocate for NM ATD Chapter
- Strong planning, organization, and execution skills
- Strong delegation and follow-through skills
- Solid, up-to-date information technology expertise and experience

### **Resources**

[Chapter Relations Manager \(CRM\)](#)  
[National Advisors for Chapters \(NAC\)](#)  
[Chapter Affiliation Requirements \(CARE\)](#)  
[Sharing Our Success \(SOS\)](#)  
[Chapter Leader Community \(CLC\)](#)  
[Leadership Connection Newsletter \(LCN\)](#)  
[Toolkits](#)  
[Chapter Leader Webcasts](#)