

ASTD GREATER ATLANTA CHAPTER OFFICER POSITION

TITLE:	VP OF TECHNOLOGY
TIME OF SERVICE:	One year (elected)
REPORTING RELATIONSHIPS:	Reports to the President
MANAGES:	Appropriate Committee Chairs
WORKS WITH:	Executive Board and Extended Leadership Team, Chapter Manager (Association Management Firm)

GENERAL FUNCTIONS:

Oversees the technology that supports the Chapter.

LEADERSHIP RESPONSIBILITIES:

- Establish goals to support Chapter mission, vision, and strategies.
- Determine necessary committee structure to accomplish annual goals.
- Recruit and orient Committee Chairs and volunteers.
- Help Chairs to understand how their role impacts the Chapter as a whole by communicating goals and plans.
- Communicate regularly with Chairs to assure accountability in meeting goals.
- Create and submit a budget by the deadline and adhere to the budget.
- Be familiar with the Constitution/Bylaws and policies and procedures.
- Attend Executive Board meetings as a voting member.
- Attend Chapter meetings on a regular basis.
- Act as liaison between the Executive Board and the committees in this area to support decision making and conflict resolution.
- Maintain confidentiality of ASTD business matters.
- Be a positive representative of ASTD.
- Track time and resources used to meet goals for future planning.

AREA RESPONSIBILITIES:

- Oversee the technology used by the Chapter.
- Research and recommend to the Chapter leadership new technology and upgrades to existing technology.
- Benchmark with other ASTD 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.
- Delegate responsibility for implementation to the appropriate committee Chair.

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QUALIFICATIONS:

- Knowledge of ASTD
- Previously held committee Chair position desirable.
- Leadership experience
- Ability to recruit and motivate volunteers
- Member of local and national ASTD
- Experience using technology
- Experience deploying technology online
- Knowledge of HTML, CSS, MS Office and graphics tools
- Knowledge of social media and online collaboration platforms
- Knowledge of database technology desirable

ESTIMATED TIME COMMITMENT:

- 4 hours annually for planning
- 3 hours monthly for Executive Board meetings
- 3 hours monthly for chapter and SIG/GIG meetings
- 15 additional hours per month to perform specific duties of this area and to lead volunteers