

## **ATD Nashville Position Description: Vice President of Technology**

### **Position Summary:**

The Vice President of Technology is an elected officer of the chapter who is responsible for identifying, implementing and maintaining website content, as well as other technologies and features that will support board goals and improve member services.

### **Time Commitment:**

**Term:** 1 year

#### **Estimated Time Requirements per month:**

- Attending board meetings: 2 hours plus travel time
- Attending membership committee meetings: 1-2 hours plus travel time
- Attending monthly chapter meetings: 3 hours plus travel time
- Communicating with administrative office about routine issues: 2-4 hours

### **Responsibilities:**

- Support board and chapter functions by providing web pages, publishing interface, surveys, discussions, webinars, online-forms, e-commerce and other features as appropriate
- Maintain Home page and update as needed
- Provide help in accessing and navigating website
- Act as point of contact and liaison with website host
- 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
- Write articles for newsletters when necessary
- Assist in planning events
- Partner with other committees (marketing, programs) to highlight the value of becoming a member
- Attend and participate in monthly board meetings and chapter programs
- Track new, renewed, and expired memberships and reports to board on a regular basis
- Participate in other chapter events, committee meetings, and conferences as available
- Represent chapter professionally and ethically in all business functions/organizational activities

### **Qualifications:**

- Member of ATD and chapter
- 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