

**Chapter Leader Position Description: Director of Technology**

**Position Summary:**

* The Director of Technology is responsible for identifying, implementing, and maintaining website content and features and other technologies that will support board goals and improve member services.

**Time Commitment:**

**Term:** One Year

**Estimated Time Requirements per month:**

* Perform responsibilities of the position and participate in communications about chapter issues: 5 hours
* Prepare monthly report: 1 hour
* Attend monthly board meeting: 1.5 hours plus travel time for in-person meetings
* Attend monthly chapter meetings when possible: 2 hours plus travel time
* Participate in at least one chapter-wide committee: 2 hours
* Attend Annual Chapter Leaders (ALC) conference (optional)

**Responsibilities:**

**Technology:**

* Support chapter board and chapter functions by providing web pages, publishing interface, surveys, discussions, webinars, online-forms, e-commerce and other features as appropriate
* Maintain all web pages and update as needed
* Provide support for board members in accessing and navigating website
* Act as point of contact and liaison with website host
* Research, develop, and facilitate the sourcing of new ideas and concepts for using technological innovation to deliver enhanced services to members
* Manage chapter Google Drive (and any other file-sharing system) according to recognized records management practices
* Assess, propose and lead the implementation of new technology for the chapter to meet its goals, including tools to make chapter operations more efficient or effective
* Collaborate with Marketing team to ensure consistent branding, effective outreach using technology.

**Training**

* Recruit and train incoming Director of Technology
* Update personal knowledge of ATD strategies and operations

**General**

* May be asked to write articles for newsletter
* Support and promote CARE and the strategic goals and action plans of the chapter

**Board Participation**

* Reports on status to the VP of Operations on a regular basis
* Participates in monthly board meetings
* Attends chapter meetings, ATD International Conference & Exposition, and ATD Chapter Leaders Conference (ALC), as available
* Participates in other chapter events, committee meetings, and conferences as available
* Represents chapter professionally and ethically in all business functions/organizational activities

**Qualifications:**

* Member of Greater Richmond ATD Chapter
* Member of national ATD (recommended)
* Skilled in written and verbal communication, personal interaction, and problem-solving in a team environment
* Ability to plan, organize, and execute activities as required by the position
* Ability to complete projects within established timeframes
* Willingness to advocate for the chapter and represent chapter professionally and ethically in all business functions/organizational activities
* Time to attend board meetings and other chapter functions as required by this position

**Benefits:**

* Paid membership for national ATD
* Paid membership for Greater Richmond ATD Chapter
* Paid attendance for Greater Richmond chapter events
* ALC conference and hotel registrations (when appropriate)