

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

**Position Summary:**

This position will report to Executive VP of Governance. The Director of Technology is responsible for overseeing the infrastructure of technical operations, tracking technology in order to achieve business goals, eliminating security risks, and maintaining operations and systems. They will also identify and review potential 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: 6 hours
* Attend monthly board meeting: 1.5 hours plus travel time
* Attend monthly chapter meetings and/or Special Interest Group meetings, when possible: 2 hours plus travel time and additional time to cover setup and breakdown as needed
* Participate in at least one chapter-wide committee: 2 hours
* Attend Annual Chapter Leaders (ALC) conference (strongly recommended)

**Responsibilities:**

**Technology:**

* Manages (all) chapter-facing software
* Provides (onboarding) and removes (offboarding) access to board members
* Makes technology recommendations
* Provides advise
* Purchases additional tools
* Works with Director of Website to ensure site is up-to-date

**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 Governance on a regular basis
* Participates in monthly board meetings
* 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 (required)
* Familiarity with web standards (required)
* Strong troubleshooting and analytical abilities (required)
* Working knowledge of website management tools (required)
* Bachelor’s degree and extensive IT experience (preferred)
* 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 Greater Richmond ATD Chapter
* Paid attendance for Greater Richmond chapter events
* Paid Professional-Plus Level Membership to ATD National (when appropriate)
* ALC conference and hotel registrations (when appropriate)