

Vice President of Technology and Communications ATD Upstate SC Job Description

Job Specification - Actively support the ATD Upstate SC Chapter through website management, through email system management, and through the administration and management of other chapter relevant technology based applications to include (but not to be limited to) online survey applications. When possible to cross-train other Chapter Board members and to develop the technological skills of Technology Committee members. To continue to develop personal technology skills by attending opportunities provided through the Chapter's affiliation with ATD (national), other technology service providers, and Upstate SC area learning and networking opportunities. If time and resources allow, the VP of Technology will research, propose, and assist in the implementation of other useful technologies for the Chapter and for Chapter members. The VP of Technology will be a key member of all Chapter committees and will consult as needed and will intervene with Committees if/when committee work impacts the technological operations of the Chapter. The VP of Technology works closely with the Chapter President and is eligible to step in and fill the role of President if needed. The VP of Technology will work closely with the national affiliate organization for ATD.

Responsibilities:

- Serve a term of one calendar year. Serve a second term of one year if able.
- Attend Board meetings during the calendar year.
- Attend Chapter Programs and Special Events.
- Serve on other Chapter committees as time and interest allows.
- Recruit Technology committee members as needed.
- Develop Technology committee members' skillsets.
- Develop Board members technology skillsets.
- Identify and facilitate the transition for the next Vice President of Technology.
- Promote continued professional development for Chapter members with emphasis on technology knowledge and skills.
- Serve as re-branding Ambassador for the Chapter.
- Complete the re-branding tasks that are Wild Apricot website based.
- Maintain the Chapter's website through the Wild Apricot System.
- Maintain the Chapter's cloud based email system through Rackspace.
- Transition the email accounts for the Chapter's Board members.
- Be sensitive to the Upstate business community's changing technology needs.
- Alert the Chapter to changing technology needs and suggest programs and events that would help meet these needs.
- Provide support to the Chapter in the event that the Chapter collaborates on a Southeastern Talent Development conference.
- Research how other nonprofit organizations offer and document Continuing Education Units (CEUs or Professional Education (CPE) Credits for Chapter Programs, Workshops, and Special Events
- Offer a Chapter program that showcases a particular Technology-based skillset.

Resources:

1. Limited administrator access to the chapter's Wild Apricot association management system.
2. Assigned Rackspace email address: prodevelopment@upstatesc.ATD.org
3. ASTD Chapter Leader Community
<http://old.ASTD.org/membership/ChapterLeadership>
4. ASTD Leader Connection Newsletter:
<http://old.ASTD.org/membership/ChapterLeadership/Resources/LCN.htm>
5. ASTD Toolkits:
<http://old.ASTD.org/membership/ChapterLeadership/Resources/Toolkits/>

Board Member Expectations and Code of Conduct:

- Be an Upstate SC ATD chapter member in good standing. It is preferable but not required that this board member also be a national ATD member.
- Attend at least four chapter program / events annually (excludes Board of Director meetings).
- Attend and report on respective area at each Board of Director meeting held the 2nd Tuesday of each month from 5:30 – 7:30 p.m. (complimentary light dinner included).
- Attend the annual Board of Director Planning Retreat to be held on a Saturday in January of each year from 8 a.m. to 12 noon. Date will be finalized once new board is polled for availability.
- Become familiar with and abide by Upstate SC ATD's by-laws, policies and procedures.
- *Proactively* execute the responsibilities for the role taken on the board. Be accountable for projects not only to the other board members but also to the chapter membership.
- Create a Transition Package for successor that includes forms, budgets, processes, and recommendations.
- Serve as a fair and open clearinghouse for information, job opportunities, and professional training and vendor services to any member of Upstate SC ATD.
- Board members will not use their position to have increased access to chapter members or use their influence to direct business to a specific organization or vendor.
- Facilitate programs and events for the benefit of Upstate SC ATD members that provide meaningful experiences that are used as learning opportunities and not a venue to push products or services.
- Represent the chapter both professionally and ethically in all business functions and organizational activities.

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