TECHNOLOGY CHAIR

Position Summary:
Serve as an elected member of the chapter board of directors. Manage the chapter's online presence, including website content, technical support for events. This volunteer position requires managing the chapter's website or coordinating with a vendor, maintaining email accounts, setting up event registrations, and providing technical assistance for meetings and online broadcasts.

Responsible to:
The members of the chapter
The chapter president
State council Technology director

Requirements:
Must be a Chapter member in good standing.
Nominated by the Chapter President and elected by the Chapter membership by a majority vote. Serves a one-year term beginning January 1 and ending December 31 each year.

Responsibilities:

- **Website Management:** Maintain the chapter's website, including development, updates, and content management.

- **Technical Coordination:** Serve as the liaison between the chapter and its web host or designer, ensuring the site's technology is functional and aligned with SHRM policies.

- **Technology Strategy:** Contribute to the development and implementation of both short-term and long-term technology strategies for the chapter to meet its goals.

- **Officer Training:** Train other board members and officers on how to effectively use the website and other technological tools provided by the chapter.

- **Promoting SHRM:** Use technological platforms to increase the visibility of the chapter and promote the professionalism of the SHRM organization within the community.

- **Online Meeting Management:** Set up and manage monthly Zoom meetings, including creating and distributing meeting links, initiating sessions, and supporting speakers prior to start time. Responsibilities include sharing relevant content, managing breakout rooms, and ensuring a smooth virtual experience for attendees.

Resources Available:
- SHRM supplies the following resources for chapter diversity chairs
  - Chapter Best Practices
  - Fundamentals of Chapter Operations
- And MUCH MORE…available online at www.shrm.org/vlrc