

## Technology Director

### Position Overview:

Maintain the chapter website and serve as a resource to the board regarding any and all technology matters. Familiarity with website design and editing tools is required. It is recommended that the Technology Director is a SHRM member in good standing and SHRM certification is preferred.

### Term:

The Technology Director is appointed to the board for an undetermined term.

### Key Responsibilities:

- Attendance at Board and Chapter meetings is expected.
- Procure and manage chapter website, including domain name registration and hosting.
- Serve as webmaster for the chapter, making website updates and changes when needed.
- Edit pages on a regular basis to provide accurate, current, and engaging content for members and visitors:
  - text and images (e.g., homepage banner, chapter awards)
  - events (e.g., meetings, conferences, certification classes, student events)
  - news (e.g., newsletter hyperlinks, member awards, announcements)
  - Board member names and contact information
- Test and monitor website changes to ensure quality, stability, and functionality.
- Communicate with the board to ensure all information on the website is current and accurate.
- Monitor Google Analytics to analyze and report website traffic, performance, and trends at board meetings.
- Monitor chapter email and respond to member questions and problems, or relay to board members as needed.
- Store and manage all electronic files (including website files) via Google Drive.
- Maintain all online accounts and login credentials, as well as website roles and permissions.
- Create, as needed, web-based response forms for surveys, etc.
- Provide regular status updates on current tasks/projects, website traffic, technology changes, and accomplishments at all meetings.
- Provide direction and strategies for the use of any and all technology to support and promote the chapter.
- Serve as a technology resource to improve chapter efficiencies, data collection, and member experience.
- Participate in the development of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the Human Resources community.
- Complete other tasks as assigned by the President.