



Technology Director

Primary Purpose:

The fundamental purpose of this position is to monitor, evaluate, and advocate for national, state, and local activities concerning the use of information technology to facilitate better communication throughout the volunteer leadership of SHRM. In addition, the role will serve as the primary webmaster and teleconference facilitator for the state council.

Primary Responsibilities:

1. Serve as a voting member of the state council and is expected to attend and participate in all council meetings.
2. Serve as the webmaster for the state council, maintaining electronic files and making updates to the website as needed.
3. Host and facilitate conference calls and screen sharing for regularly scheduled meetings with core leadership areas.
4. Monitor and maintain state council email accounts and other online accounts, including logins.
5. Serve as a resource for the state council in the use of technology to improve record keeping and informational transfer with local chapters, at-large members, and SHRM staff.
6. Coordinate efforts in encouraging the development of consistent standards to facilitate better sharing of data at all levels of the leadership structure.
7. Represent the volunteer leadership of the state to better communicate to SHRM staff the types of computer and technology related services that could assist volunteer leaders in furthering the goals and objectives of SHRM.
8. Provide direction and strategies for using technology to promote the state council.

Minimum Requirements:

1. Must be a SHRM member in good standing. SHRM certification highly desirable.
2. Appointment is made by the state council director.
3. Must be present at all meetings of the state council either in person or on the phone. If unavailable to be present, must send a proxy on behalf of the technology area (can be from a local chapter).
4. Serve a two-year term beginning the first day of January and ending the last day of December. May serve in the same position for not more than four additional consecutive years.