**Chapter Leader Position Description and Resources:** VP/Director of Technology

**The purpose** of this document is to provide guidance and resources for chapter leadership roles.

**How to use this document:** Customize this document to fit your chapter role.

**Position Description:**

The Vice President of Technology is an elected officer of the chapter who is responsible to identify, implement and maintain website content and features and other technologies that will support board goals and improve member services.

**Time Commitment:**

**Term:** One year

**Estimated Time Requirements per month:**

* Attending board meetings: 2 hours plus travel time
* Attending membership committee meetings: 1-2 hours plus travel time
* Attending monthly chapter meetings: 3 hours plus travel time
* Communicating with administrative office about routine issues: 2-4 hours

**Responsibilities:**

**Operations**

* Support board and chapter functions by providing web pages, publishing interface, surveys, discussions, webinars, online forms, eCommerce, and other features as appropriate.
* Maintain chapter’s web page and update, as needed,
* Provide help in accessing and navigating website.
* Act as point of contact and liaison with website host.
* Draft annual budget for Technology function.
* Research, develop and facilitate the sourcing of new ideas and concepts for using technological innovation to deliver enhanced services to members.
* Attend all monthly board meetings and the annual leadership conference.
* May be asked to write articles for chapter newsletter.

**Board Participation**

* Partners with other committees (marketing, programs) to highlight the value to becoming a member.
* Attends and participates in all monthly board meetings and chapter programs, when available.
* Participates in other chapter events, committee meetings, and conferences, as requested.
* Represents chapter professionally and ethically in all business functions/organizational activities.

**Qualifications:**

* Power Member (Member of ATD and chapter).
* Solid information technology expertise and social media skills.
* Skilled in written and verbal communication, personal interaction and problem solving.
* Ability to plan, organize and execute activities as required by the position.
* Ability to complete projects within established timeframes.
* Ability to delegate tasks and monitor follow-through.
* Time available to fully participate in chapter programs and board meetings.
* Has a willingness to advocate the chapter.
* Ability to seek others out as volunteers.

**Skills:**

* Effective verbal communication, leadership, diplomacy, personal interaction, problem-solving and meeting management.
* Ability to lead a committee, delegate tasks, and monitor progress.
* Ability to build, motivate, and lead a team of volunteers.
* Ability to plan, organize, and evaluate chapter activities.
* Demonstrated experience in budget design and accountability desired.
* Demonstrated ability to manage projects.

**Resources:**

**Review the Following on the Chapter Leader Community:**

Sample position description ([ATD Chapters sample](https://d22bbllmj4tvv8.cloudfront.net/d5/4b/ce3709e0448b908cfed7c4204a5c/atdchaptertechnology.doc))

[Wild Apricot Partnership](https://www.td.org/chapters/clc/wild-apricot-partnership)

[Marketing and Branding Materials](https://www.td.org/chapters/clc/marketing-and-branding-materials)

[Chapter Leader Onboarding Toolkit](https://d22bbllmj4tvv8.cloudfront.net/0c/34/9c0e1319426d91ab2d18ff9fd0d0/chapter-leader-onboarding-checklist.pdf)

[Chapter Services Team](https://www.td.org/chapters/clc/chapter-services-team)/[NAC](https://www.td.org/chapters/clc/national-advisors-for-chapters)

[Maximizing Membership video](https://players.brightcove.net/4684385851001/default_default/index.html?videoId=6257113078001)

[ATD Blog:  How Technology Can Help Organizations With Their DEI Efforts](https://www.td.org/atd-blog/how-technology-can-help-organizations-with-their-dei-efforts)

[Video:  Chapter on the Store:  How-Tos and Best Practices](https://www.td.org/videos/chapter-on-the-store-how-tos-and-best-practices)

**SOS**

 [SOS Website Page](https://www.td.org/chapters/clc/sos/website)

 [SOS Central Repository Page](https://www.td.org/chapter-leader-community-clc/sharing-our-success-sos/central-repository)

**CARE**

 [Home](https://www.td.org/chapters/clc/care)

 [Quick List](https://d22bbllmj4tvv8.cloudfront.net/9d/45/7a0d37f144f7b52a62831cd9337f/2022-care-quick-list.pdf)

**ATD Micro Courses**

Your role requires leadership skills and ATD has many resources for your professional development.

 Communicating Effectively During Change

 Conflict Resolution for Workplace Team

 Overview of Collaborative Leadership