

# TECHNOLOGY CHAIR

## JOB DESCRIPTION

### BYLAWS OF ASSISTANCE LEAGUE® OF SALT LAKE CITY

#### Article 8 Standing and Special Committees

##### 8.02 Elective Standing Committees

**(h) Technology.** The Technology Chair shall chair this committee. This committee shall be composed of the Website Administrator, Master Data File (MDF) Administrator, Email Marketing Administrator, and others deemed necessary to manage and provide support for all technology platforms (installed and online); maintain computers, copiers and printers; update the MDF and serve the technology needs of all chapter committees.

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#### General Board Responsibilities

The Chair shall:

1. Attend Board meetings in a voting capacity and submit required reports to the President and the Board.
2. Conduct Technology Committee meetings as needed.
3. Appoint Technology Committee Chairs and/or administrators (Website Administrator, Master Data File Administrator, Email Marketing Administrator) and committee members subject to Board approval.
4. Serve as a member of the House Operations Committee.
5. Submit a proposed budget to the Finance Committee for the succeeding year.
6. Manage the Technology Committee budget and approve invoices and vouchers.
7. Maintain a Technology Committee procedure book and/or electronic records file.
8. Prepare and submit a year-end Final Report to the President by the specified deadline. Place in the Technology procedure notebook and/or electronic records file and Master Data File.
9. Submit job description changes to the Bylaws Chair in accordance with Bylaws 8.02 (f).

#### Specific Position Responsibilities

The Chairman shall:

1. Identify and support technology needs of chapter leadership and committee and program chairs.
2. Initiate and renew all technology subscriptions.

3. Approve timesheets and submit to Treasurer prior to deadlines.
4. Be familiar with all platform protocols, capabilities, and restrictions.
5. Update technology equipment and inventory as needed.
6. Update the chapter's Better Business Bureau, GuideStar and future nonprofit informational accounts annually.
7. Oversee all technology administrators and committee members to ensure quality and timeliness of information output.
8. Relay member suggestions and concerns to technology administrators.
9. Renew loaner laptop agreements annually.
10. Contact third-party vendors to provide or schedule maintenance for chapter computers, printers, copiers, phone system and other technology equipment.
11. Arrange for technical support to members for presentations, trainings and meetings.
12. Become proficient in operating equipment such as the projector, microphone, etc.
13. Manage the Microsoft Office 365 user accounts.
14. Provide the incoming President login information to the confidential account containing a list of current passwords.

Technology: Microsoft Word, email, moderate computer