



DIRECTOR OF TECHNOLOGY

Position Summary:

General duties include serving as the webmaster for the chapter. Is accountable for overall website maintenance for BNHRC. This includes maintaining and adding website content, designing new website pages, and troubleshooting website functionality.

Responsible To:

- The members of the chapter
- The chapter President

Responsibilities:

- Develops and maintains content of the website, including videos and images.
- Procures and maintains a third party web server and domain name registration.
- Communicates with the Board to make sure all information on the website is current and accurate.
- Tests and monitors the website to ensure stability and functionality.
- Maintain monthly/annual calendar for membership meetings.
- Update programming information for monthly meetings.
- Create monthly meeting event(s) to send for Communications.
- Track metrics of communications.
- Pull reports from website as needed.
- Update Member Resources for monthly meeting materials.
- Create new pages as needed.
- Update and maintain look and feel of website for user experience.
- Troubleshoot issues and questions as they arise with website functionality (i.e. payments, membership registration, etc.).
- Train other board members on use of website.
- Recruits assistance from the membership and the Board for website feedback.
- Attends and participates in monthly Board and chapter meetings.
- Participates in the development of short-term and long-term strategic planning for the chapter.
- Attends, participates in, and/or presides over meetings of the Membership and Communications Committee, as applicable.
- Serves as the back-up for the Director of Communications and Director of Social Media, as applicable.
- Represent the chapter in the Human Resources community.