

ATD NYC Chapter Board Position Descriptions

Vice President, Technology

Summary: The Vice President of Technology is responsible for the technology strategy and website design/management to ensure the Chapter meets its strategic objectives.		
Reports to: President	Term: 1 Year	Time Commitment: 6-12 hours (varies)

Primary Responsibilities

As a member of the Board of Directors:

- Shares responsibility for the leadership of the Chapter
- Operates the Chapter according to the highest ethical and fiduciary standards
- Demonstrates teamwork and support of other Board members
- Attends monthly board meetings
- Maintains the Playbook for his/her Board position
- Identifies & develops his/her successor
- Actively engages in their successor's transition to ensure continuity of chapter initiatives and remains a consultant to their successor, as needed

As VP of Technology:

- Defines the Chapter's technology portfolio needed to support the Chapter's operating and communication needs
- Chairs the Technology Committee; identifies, recruits and coordinates volunteers in order to accomplish the plan
- Builds, leads, and develops his/her team of Assistant Vice President (AVPs), volunteers, or committee
- Provides expertise to fellow Chapter leaders and volunteers on how to use technology to meet their specific goals
- Assesses, proposes and leads the implementation of new technology for the Chapter to meet its goals, including tools to make Chapter operations more efficient or effective
- Mitigates risk for the Chapter by managing security processes for technology accounts, account set ups, password management, permissions, etc.
- Ensures the Chapter Administrator, AVPs and other volunteers are appropriately trained on our technology platforms

Desired Qualifications

- Relevant technology expertise – websites, social media, virtual classrooms, webinars, learning experience platform, membership platform and database i.e., Zoom, Slack, Google Suite, WildApricot, Canva
- Stays current in technology trends
- Experience leading organizations, people, strategy and large projects, including identification of talent, delegating to people's strengths and interests, coaching and developing others
- Strong decision-making ability
- Track record for delivering results; takes accountability and initiative for achieving established goals
- Resourceful, can find ideas and modify them into the best solutions
- Good verbal and written communication skills
- Stays current in field of talent development

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Other Requirements

- Member of ATD NYC in good standing
- Member of ATD National in good standing
- Attendance at a minimum of 9 chapter events (Chapter/SIG/other)