

Volunteer Position Description
Vice President of Technology/Webmaster
Board of Directors – ASTD/Tallahassee Chapter

Term: One Year

Purpose: To provide technology support for the Chapter. To ensure the accurate communication and retention of Chapter website business.

Responsibilities:

Ensure website communications management meets CORE requirements established by ASTD National.

Work in concert with VP's of Membership and Communication/Secretary to post membership directories, programs and notices; maintain an open line of communication and coordination of duties. Maintain communication with ASTD National, as needed.

Receive, plan and organize the distribution of Chapter news on the website, including announcements, advertising, promotional materials, etc.

Support Chapter goals of improving the website to serve as an effective communication tool, and a mechanism to service members efficiently and effectively in areas of membership renewal, program registration, membership directory, etc.

Prepare website submissions (text, pictures, graphics) for layout and posting. Obtain final approval and post.

Attend and participate in Board meetings and Chapter meetings. Participate in Chapter events; provide assistance and direction to committees, task force and work groups, as needed.

Assist directors and committee chairs who may require technical support, as available.

Maintain memberships of ASTD National and ASTD Tallahassee Chapter.

Represent Chapter professionally and ethically in all business functions/organizational activities.

Recruit and train incoming Vice President of Technology/Website.