



Technology Director

Position Summary:

Monitor, evaluate and advocate, on a continuing basis National, State, and Local activities concerning the use of information technology to facilitate better communication throughout the volunteer leadership of SHRM. Serve as the Webmaster for the council.

Responsibilities:

- ☐ Attend additional State Council Meetings, such as Strategic Planning or training sessions.
- ☐ Serve as the state council webmaster; manage and maintain the HR Virginia State Council website, its pages, and related information technology.
- ☐ Represent SHRM by conducting all activities in accordance with the National and State code of ethics and conduct, and by using sound business principles and judgment in conducting all SHRM-related business.
- ☐ Ensure that website content is up to date through regular reviews, and work with all Council Members to ensure data is kept current.
- ☐ Maintain all Council-related email addresses and distribution lists.
- ☐ Responsible for Board Management Software program including user management and training.
- ☐ Responsible for keeping the Events Calendar on the website up to date with pertinent events submitted by Chapters.
- ☐ Serve as a resource for the State Council in the use of technology to improve record keeping and informational transfer with local Chapters, At-Large Members, and SHRM staff.
- ☐ Coordinate efforts in encouraging the development of consistent standards to facilitate better sharing of data at all levels of the leadership structure.
- ☐ Represent the Volunteer Leadership of the State to better communicate to SHRM Staff the types of computer and technology related services that could assist Volunteer Leaders in furthering the goals and objectives of SHRM.
- ☐ Reach out and engage with the Chapter counterpart on a quarterly (at minimum) basis. Attending Chapter and/or Board meetings throughout the term of service is encouraged.
- ☐ Perform other duties as assigned by the State Council President.

Requirements:

- ☐ Must be a SHRM member in good standing. HRCI and/or SHRM certification highly desirable.
- ☐ Able to commit to 5-10 hours per month, during State Conference prep, 10-15 hours per month are required.
- ☐ Serves a one-year term beginning the first day of January and ending the last day of December.