# TECHNOLOGY COMMITTEE CHAIR

**JOB DESCRIPTION**

The goal of the Chapter Technology Committee is to update, maintain, and upgrade various technological equipment and services used by Assistance League of Indianapolis, both by management and via advisory roles to other committees.

Areas of focus:

* Chapter database (used for donor records, mailing lists, event reservations, silent auction item management, member directory)
* Office computer equipment and internet services
* Operation School Bell computer equipment and networking
* Operation School Bell data coordination
* Chapter newsletter support
* Google account support
* Office 365 support
* Coordinating membership data for Handbook and chapter communication
* Coordinating services and accounts for chapter website
* Coordinating/managing crowdfunding site, mobile bidding platform, virtual event platform
* Coordinating/managing Zoom, webinars

Desirable skills:

* Proficiency in Office 365 applications
* Knowledge of database processes/logic
* Knowledge of website development management
* Knowledge of general computer/internet/networking how-to’s
* Willingness to experiment and learn!!!

Maintain financial records for expenses.

Revise and update job description as needed and approve changes with Vice President of Marketing and President-Elect by January.

Prepare budget request in February/March and submit to Vice President of Marketing for Budget and Finance Committee consideration. Budget requests shall include:

* Projected expenses for rest of current fiscal year.
* Projected expenses for next fiscal year.

Prepare Annual Report at year’s end and submit three (3) copies—one copy for Procedure Manual, one copy for President’s file, and one copy for VP Marketing’s file.

Pass on procedure manual and train incoming chairman