POSITION DESCRIPTION

1. POSITION IDENTIFICATION

Title Technologies Committee Chair

Functional Area Society Technology Support

Reports to Board of Directors

2. POSITION OBJECTIVE

Investigate, suggest, & implement new technologies to benefit MSEA as a whole.
Offer training to committees and the general membership on the use of approved applications and tools.

3. COMPETENCIES REQUIRED

The following competencies are required for this position:

Communication	Personal and Electronic
Team work	Yes
Problem solving	Needed to connect the needs of MSEA with useful technologies and to help members implement those technologies.
Self Management	Needed to prioritize needs and wants of MSEA with resources available. Be able to say “no” when appropriate.

Planning and organizing	Keep track of projects from start to completion. Manage ongoing subscriptions such as GoToMeeting
Technology	Having a range of IT skills, be able to analyze the relevance of a technology to MSEA.
Learning	Have the ability to learn about and teach others about technologies.
Initiative and enterprise	Always be looking for ways to use technology to improve the operation of MSEA.

4. KEY PERFORMANCE OBJECTIVES

Outputs	**Key Performance Indicator**

5. PERSON SPECIFICATION
QUALIFICATIONS/KNOWLEDGE/EXPERIENCE

Qualifications – Desirable:

- Desire to promote the use of technology.

Knowledge, Skills & Experience (Essential):

- Ability to manage & track long term projects
- High degree of computer competency

Knowledge, Skills & Experience (Desirable):

- Desire & ability to teach

6. ORGANIZATIONAL RELATIONSHIPS/AUTHORITY

ORGANIZATIONAL RELATIONSHIPS

Reports to: Board of Directors

Manages:
Internal Contacts: None

External Contacts: GoToMeeting

ORGANIZATIONAL AUTHORITY

Decisions made in the position:

Decisions referred:

- Present technologies and solutions to the Board.

8. GENERAL RESPONSIBILITIES

- Manage technology projects
  - New, Ongoing, Tabled
- Supports webmaster
  - Able to manage calendar
- Keep track of subscriptions
  - GoToMeeting
    - Login Information
    - Renewal Period