Position Description: AAUW State Technology Chair

Overview of the position: Champion the use of technology to improve efficiency and effectiveness of AAUW members' efforts to advance the mission.

Overall responsibilities:

- Evaluate previous state technology efforts and assess current needs.
- Develop a technology action plan with specific and measurable goals and objectives.
- Convene a state technology committee. Assign accountability for the various components of your technology plan, such as web site development, e-mail list management, membership/officer database management, desktop publishing of flyers and other collateral, strategies that ensure data can be reused appropriately.
- With the committee and representatives of the state board, develop or maintain the technology section of the state policy document.
- Work with other state officers and committees to understand their ongoing technology needs and make recommendations for changing practices to improve overall capacity to advance the mission.
- Serve as a consultant to branch officers in the areas of web sites, e-mail, data management, desktop publishing and other aspects of technology, particularly those affecting projects that may span more than one year or involve more than one branch.
- Develop and oversee the technology budget in your state.

Specific responsibilities to branches in your state: Maintain regular contact with branch technology chairs or web managers. Share successful technology strategies with branches.

Specific responsibilities to the Association: Leverage AAUW initiatives by disseminating AAUW technology strategies to the members in your state. When representing AAUW, adhere to AAUW positions on key issues. Adhere to the AAUW style guide.

Specific leadership skills helpful to the position: Web site development, use of listservs and bulletin boards and other collaborative environments, database management, desktop publishing, data security, planning, team building, consensus building, written and verbal communication.

Time commitments: Along with the time necessary to accomplish the above responsibilities, serve on the state board of directors and other committees as assigned. Attend state conventions and board meetings. Attendance at regional conferences and the AAUW national convention is strongly encouraged.

Available resources: AAUW's website; AAUW in Action; AAUW Outlook; Action Alert; Get the Facts; Leader Tool Kit; Diversity Tool Kit; President's Tool Kit; 21st Century Recognition Program materials; AAUW's style guide; and AAUW staff.

Note: This description is based on the Communications Chair position description available at http://www.aauw.org/7000/leadership/. AAUW NC has not had a Communications Chair or a Communications Committee. In states where the web site and e-mail management falls under the Communications Chair, a Technology Chair position can still provide a valuable service by concentrating on the techniques of desktop publishing, database management, etc., though it may not necessarily be a position on the board.

References: SAR presentation:
http://www.rtpnet.org/aauwnc/01-02/SARConference/NC-SAR-Sharing.htm;
Tech notes, including Technology Sanity Check for branch/state projects:
http://www.acm.org/~shoemaker/nes/TechArticles/index.htm