

WESTOP SoCal Chapter

Role and Responsibilities 2016 - 2017

Position: Technology

Purpose: Serves as a liaison to the WESTOP Service Council Technology Committee and the chapter. Provides technological information to membership, board, and service council.

Key Responsibilities:

1. Promote the use of technology and training during the chapter meetings.
2. Maintain the SoCal Website.
3. Distribute technology tips and resources available to members.
4. Maintain the SoCal chapter website with the support of the President.
5. Assist the board and Service Council with CVENT inquiries.
6. Maintain the Remind app and any other technology that the chapter decides to use in order to improve chapter functions.
7. Assist the President in maintaining and updating the Chapter Listserv Directory to aid in communication among board and chapter members.
8. Participate in WESTOP and Chapter committees as needed.
9. Prepare a written report one week prior to the scheduled chapter meetings and submit them to the President.
10. Attend all Chapter general meetings, executive committee meetings, monthly conference calls, and two in person retreats.
11. Other duties as assigned by the WESTOP SoCal chapter board related to the overall purpose of the chapter and the good of the association.

Elected by: Appointed by the President.

Term Length: 2 years

Time commitment:

The time commitment is approximately 2-4 hours per month

Reports to: President