

Subject: Job Description	Initial Date: 01-02-07	
Responsibility: Director of Technology and Communications	Date Reviewed: 02-23-07	
Approved by: SCV-CAMFT Board of Directors 03-27-09	Date Revised: 03-10-09	P&P 110—L

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JOB DESCRIPTION FOR THE DIRECTOR OF TECHNOLOGY AND COMMUNICATIONS

Specific duties:

Oversees technology for the chapter – mainly keeping all data on the chapter’s Website current.

The Technology and Communications Director’s duties include:

1. Attends all board meetings and the annual chapter meeting.
2. Attends board meetings prepared to debate and discuss issues at hand.
3. Regularly handles board business through email, including debate, which allows a board meeting to be mainly a voting event for issues already discussed by email.
4. Actively supports the decisions of the Board of Directors.
5. Ensures adherence to the mission and goals of the chapter.
6. Ensures adherence to chapter deadlines.
7. Works in consultation with the Chapter Coordinator and the Web host (currently Kethyr Solutions) to receive up-to-date training needed to perform the below duties.
8. Improves the quality and usability of the chapter’s Website www.scv-camft.org.
9. Coordinates keeping the Website data current by interfacing with directors about their specific areas of Website coverage.
10. Researches members’ views of the site, compares the chapter’s site to other chapter sites, seeks ways to reduce costs and updates keyword lists.
11. Encourages use of expanded Website listing use by chapter members as this creates additional revenue.
12. Assesses, recommends and receives board approval for links to other Websites.
13. Ensures usability of the chapter list-serve, which is accessible to chapter members only.
14. Encourages list serve discussions.
15. Assembles committees for any other related events or issues as needed.
16. Transfers all material pertaining to the office to the newly elected Director of Technology and Communications and educates the newly elected Director of Technology and Communications as to the role of the position.

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