Job Description

VP of Technology

The VP of Technology is responsible for the maintenance and operation (but not the content) of the Club's website. The main focus of this position is to ensure that the website is functioning properly.

The VP of Technology participates in monthly Board meetings by providing updates on the status of the website and other technological issues that may arise from time to time. The VP of Technology also is responsible for advising the Board, at least once during the six-month term, regarding use of the Website Support Fund. The VP also chairs the Technology Committee.

The Club's website and services involve interface with the following companies, with which VP of Technology is the main contact:

- **Wild Apricot** is the service and platform provider.
- **GoDaddy** is the provider of the Domain Name. The VP of Technology is responsible for ensuring timely renewal.
- **A2Hosting** provides email forwarding. The VP of Technology is the functional interface with A2 Hosting and advises the Treasurer regarding payment of A2Hosting's fees.
- **Amazon Web Services (AWS)** provides a cloud server for running the Java Script used to interface with the Wild Apricot service. The current usage is to set a Newbie flag in the database and allow Committee Chairs to run an Event Registration Report with automatically generated Newbie Stars. Other uses for this technology are being developed. The VP of Technology will need to ensure system is running correctly, monitor usage of AWS to validate billing and ensure the auto renewal is being paid via the Club's debit card.
- **Merge Creative** has contracts for Web support and consulting services, via pre-paid 5-hour renewable segments. The Club has pre-authorized the VP of Technology for 3 hours of consulting time/month. The VP of Technology is the main interface with Merge Creative.
- The site uses **Google analytics** to track usage. This is a no-charge service. The VP of Technology controls login and configuration for the interface.
- The Club has a free **Survey Monkey** account for periodic member surveys as appropriate.

The VP of Technology can, with prior approval by the President and Treasurer, contract for additional fee-based software and services where necessary.

The position has the following additional job responsibilities, which can be delegated to members of the Technology Committee:

- Be the primary point of contact for all website-related functions.

- Be the primary point of contact for website and technical services vendors.

- Analyze needs of the Club for website improvements, using tools such as surveys, Google Analytics review, and informal feedback.

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- Communicate effectively to Club membership, Committee Chairs, the Board and Executive Committee about features and functions of the Club's website.

- Respond promptly and appropriately to alerts, questions, outages, or other problems with the website and provide guidance on work-arounds until the problem is resolved.

- Set up logins and passwords (in Wild Apricot) and email forwarding in A2 Hostings's cPanel) for Committee Chairs, Officers and administrative positions appointed by the President, at the beginning of the six-month term. The Committee Chair list containing names, emails and phone numbers will be provided by the VP of Activities.

- Monitor and control the Club's website Forums and Blogs.

- Instruct Committee Chairs and Board Members on updating the profile records for their positions to keep website information accurate and current.

- Post the weekly eNews, monthly Board Minutes, minutes of Executive Committee meetings, and President's Messages to the website when the material is made available by the VP of Communications, the Secretary, or the President or ensure that means are provided for the appropriate Executive Committee members to do so.

- Update the website content and photos as needed. The VP of Marketing is responsible for providing messaging/content for the website.

- Assist in the website portion of New Chair Training, which is set up by VP of Activities for transition at the start of the term. Arrange for and provide additional one-on-one training where needed.

- Provide support where necessary for posting of events by Committees on the website calendar and documentation on how-to's of event management on the site. (The VP of Activities oversee event management after posting.)

- Maintain the default emails, templates and saved searches in support of event management and Club business.