



Fargo Moorhead Human Resource Association

Technology Director Job Description

The Technology Director is an elected position
The Technology Director position is a two year term
The Technology Director is a voting position on the Board of Directors
The Technology Director must be a SHRM member in good standing

Position Summary:

Oversees the development and implementation of technology related needs for the chapter.
Manages software used by the Chapter.

Responsibilities:

- Keeps current with the latest technologies and recommends what technology solutions and implementations will meet the needs of the Chapter.
- Defines objectives, goals, and timelines for the Chapter's technology related or driven projects.
- Serves as main point of contact for membership/database software vendor.
- Assists Directors and members of the Board with membership/database software training and troubleshooting.
- Works closely with the Chapter Communications Director to ensure proper functionality and timely content creation on Chapter web site and social media outlets.
- Write technology-related articles for the Chapter newsletter and promote SHRM's online resources to Chapter members.
- Ensures web site hosting agreements are maintained and renewed in a timely manner.
- Maintain and update content on the Member Questions and Answers pages on the FMHRA Website
- Welcome and register members at monthly Chapter meetings.
- Meet the requirements of the SHRM Chapter Achievement Plan for all areas of responsibility for the Technology Director position.
- Attend and participate in the annual planning meeting, including all budgetary requests for the upcoming year.
- Attend and contribute to monthly Chapter and board meetings including scheduled planning meetings.
- Assist in the management of the affairs of FMHRA, adhering to the Chapter bylaws and Constitution.
- Represent the Chapter in the Human Resources community.