DUTIES of the TECHNOLOGY COMMITTEE CHAIRPERSON

overview:
The Technology Committee Chair provides focused attention on technology issues and concerns. The primary responsibility, in conjunction with the Webmaster, is to develop and maintain SAGA's website. In this role, the Committee Chair reports to the President and provides support to the other Board members. During the course of your service to SAGA as Technology Committee Chairperson you will be in possession of proprietary SAGA information, which is to be kept in confidence both during and after your SAGA service.

SAGA Board Relationship

- Chairs meetings of the Technology Committee (composed of at least three other SAGA members)
- Prepares reports as directed by the Board, including monthly committee reports and annual report
- Develops an annual technology strategy in conjunction with the President and Executive Director that is aligned with the strategic plan
- Maintains open communications with the Webmaster to ensure the Board-approved Technology Strategy is enacted
- Works closely with the SAGA President on all website and technology matters

SAGA Membership Relationship

- Collects feedback from membership on areas of concern regarding the website
- Resolve issues regarding passwords, access, etc., as needed
- Update website database to reflect inactive status of any individual or business member who has not paid current dues by March 31 of that year

Financial Responsibilities

- Act as liaison by providing required information to the Webmaster, as well as any other third party companies that are providing support and/or services to SAGA
- Insure appropriate backup of webmaster duties, as well as other third party services, in the event of an emergency
- Investigate and recommend technology investments for SAGA's website and make such investments with Board approval
- Together with the Webmaster, ensure that adequate security controls and appropriate procedures are in place. Maintain website security, adjusting as needed for change of officers

Board Expectations and Strategic Plan

- Develop and publish guidelines for website content, as well as suggested timeline and frequency of updates
Develop and publish guidelines that outline what website activity can be performed by members, committee chairs and board members and other activities that must be performed by the webmaster.

Develop and maintain a calendar that outlines routine changes and events; publish calendar on the website so that contributors can easily view publication deadlines.

With Webmaster, document the key areas of the website and database maintenance.

Communications

Follow-up with Webmaster to assure that billing and payment are occurring promptly, which will assure that we are monitoring expenses to budget.

Maintain communications with the Board and fellow SAGA members to progress SAGA business.

Provide a Board report to the President by the 25th of the previous month stating:
- Changes, additions and deletions to the website
- Progress of website and related activities to the Technology Strategy and annual goals

Prerequisites/Skills

- Must have access to a computer
- Must have a working knowledge of computers