

**BNHRC Position Description  
DIRECTOR OF TECHNOLOGY**

**Position Summary:**

General duties include serving as the webmaster and software administrator for the chapter. Is accountable for overall website maintenance and monitoring the primary email inbox for the chapter.

**Responsible To:**

- The members of the chapter
- The chapter President

**Responsibilities:**

- Serves as website administrator. *Administrators perform administrative functions such as modifying site pages, adding events, and customizing the contact database. Administrators can log in and access the admin backend – an area reserved for site and account administration, and not seen by ordinary members or visitors to the site.*
- Grants various administrator role permissions to Board of Directors based on roles and responsibilities.
- Develops and maintains content of the website.
- Procures and maintains a third-party web server and domain name registration.
- Maintains Microsoft Admin account and user licenses.
- Monitors email inbox and responds to messages in a timely manner.
- Communicates with the Board to make sure all information on the website is current and accurate.
- Tests and monitors the website to ensure stability and functionality.
- Maintains monthly/annual calendar for membership meetings and updates programming information for monthly meetings.
- Tracks metrics of survey results.
- Pulls reports from website as needed.
- Creates new pages as needed.
- Updates and maintains look and feel of website for user experience.
- Troubleshoots issues and answers questions as they arise with website functionality (i.e. payments, membership registration, etc.).
- Trains other board members on use of website and mobile apps.

- Recruits assistance from the membership and the Board for website feedback.
- Attends and participates in monthly Board and chapter meetings.
- Participates in the development of short-term and long-term strategic planning for the chapter.
- Serves as the back-up for the Director of Communications and Director of Social Media, as applicable.
- Represents the chapter in the Human Resources community.

***Revised 9/9/2023***