

## Director of Operations and Technology Board of Directors – Metro DC Chapter ATD

**REPORTS TO:** VP Finance

**TERM:** One Year

**TIME COMMITMENT:** 10 hours/month

**PURPOSE:** This position is responsible for ensuring the smooth and continuous logistical operations and technology uses of the Metro DC Chapter of ATD.

**RESPONSIBILITIES:**

1. Manage and provide oversight of all chapter technology and provide support to directors in the use and operation of technology.
  - a. Admin rights over the chapter's Google account, with the ability to create new accounts, reset passwords, et al.
2. Maintain licenses and agreements of specific technology.
3. Maintain and update list of all Chapter vendors and technology accounts with accompanying passwords.
  - a. Manage and ensure compliance with the Chapter's password policy.
4. Routinely survey technology needs of the board and provide suggestions for tech use upgrades/improvements.
5. Manage Google Drive (and any other file-sharing system) according to recognized records management practices.
6. Manage, offer guidance and lead chapter volunteers (as applicable).
7. Comply with ATD's Chapter Affiliation Requirements (CARE)

*All board members are required to attend 9 of 12 board meetings per year and at least 6 chapter events which may include COPs, Monthly Programs, or Professional Development events.*

**QUALIFICATIONS:**

1. Time available to attend Board meetings and other functions as required by the position.
2. National membership in ATD and status as a member in good standing of the DC chapter.
3. Demonstrated experience in budget design, fiscal responsibility, and bookkeeping practices desired.
4. Ability to build, motivate and lead a team of volunteers.
5. Adept in verbal communication, diplomacy, person interaction, and problem solving.
6. Ability to plan, organize, and evaluate activities required by the position.
7. Ability to complete project with established timeframes and budgets.
8. Ability to delegate tasks and monitor follow-through.

Revision Date: 6/2017