|  |  |
| --- | --- |
| Job Title: VP of Technology | Reports To: President |
| Department: Technology | Officer: Yes |
| Number of Direct Reports[[1]](#footnote-1): 1 or more | Work Hrs. Per Month: 10-15 |
| Last Reviewed by: Ray Hupfer | Revision Date: September 27, 2023 |

Position Overview

The Vice-President of Technology is an elected officer position and is responsible for:

* Management and upkeep of the KIPMI website content.
* Support for audio-visual equipment during in-person & virtual Chapter events.
* Technology vendor management.

This position requires coordination with President, Outreach, Communication, Programs, and Education.

Essential Job Functions

* Research and present opportunities to leverage technology in new or different ways to support the Annual Business Plan.
* Maintain KIPMI website content including:
  + Upcoming events
  + Announcements and articles
  + Job, training, and volunteer opportunities
  + Chapter details and board member information
  + Webforms and surveys
* Administer chapter Zoom account.
* Assist in the delivery of chapter events
  + Collaborate with VP Programs and venue representative to determine event technology needs and availability prior to event.
  + Transport, set up, test, and manage audio-visual equipment, including computer equipment, Meeting Owl, power cords, cables, and projector, for duration of event.
  + For events with a virtual component, or virtual-only events, manage the use of chapter Zoom account, including slide progression, chat moderation, and use of break-out rooms, polls, videos, etc as needed.
* Administer users, webmail settings, distribution groups, and document repository within Zoho platform.
* Maintain relationships with technology vendors and utilize technical and application support as needed.
* Maintain technology process procedure documentation.
* Transition responsibilities to incoming VP of Technology.

**All KIPMI Chapter Elected Board Members are responsible for:**

* Attending all board meetings.
* Replying to motions via email within 3 business days for decisions between meetings.
* Attending all possible chapter events such as dinner and lunch meetings as a visible member of the board.
* Attending and contributing to all annual planning and strategy sessions.
* When possible, and at the direction of the President, attend PMI Regional Meetings.
* When possible, and at the direction of the President, attend PMI Leadership Meetings.
* Collaborating with other board members with initiatives that cross over board portfolios.
* Keeping up on duties and responsibilities of own portfolio.
* Contributing to the overall board strategy and effective operations.
* Promoting KIPMI and its initiatives and values at business and PM community events.
* Building good relationships with members and volunteers.
* Building positive and productive relationships between KIPMI and the business and education communities.
* Contributing information for the KIPMI website and other communications.

NOTE: The above statements are intended to describe the general nature and level of work required for the position. This job description is not intended to be all-inclusive. Other related duties may be required to meet the ongoing needs of the organization. Specific procedures and tasks required of this position have been documented separately and are available upon request.

1. This number reflects the total number of current volunteers reporting into this position. All board positions are expected to mentor and assist the volunteers working under their guidance and leadership. Positions below VP such as Directors and committees are formed as needed and the number is not required to stay fixed. [↑](#footnote-ref-1)