Uplift Community Alliance®

TECHNOLOGY CHAIR
JOB DESCRIPTION
Board Member

Position Summary
The Technology Chair oversees the organization's technology systems and digital platforms. The position focuses on ensuring that technology resources effectively support the operations, communications, and data management needs of Uplift Community Alliance. The Technology Chair oversees technical support providers, administrators, vendors, and volunteers responsible for implementing and maintaining technology systems.

General Board Responsibilities - Governance
- Uphold the organization's mission and values.
- Serve in a fiduciary capacity and act in the best interests of the organization.
- Financial Oversight: monitor financial health, and safeguard assets.
- Policy & Planning: Approve organizational policies, strategic plans, and major initiatives.
- Board Participation: Attend meetings, vote, serve on committees, and represent the organization in the community.

Specific Responsibilities
1. Oversee the organization's technology platforms, systems, and equipment to ensure reliable and effective support for Board and committee operations.
2. Conduct meetings of the Technology Committee as needed to coordinate technology support across the organization.
3. Appoint Technology Committee administrators and members including:
    - Website Administrator
    - Master Data File (MDF) Administrator
    - Email Marketing Administrator
    - Other technology support roles as needed
4. Oversee the operation and integration of technology platforms including:
    - Website management
    - Master Data File (MDF) database
    - Email marketing and communication systems
    - Other digital tools used by committees and programs.
5. Manage Technology Equipment and Systems. Oversee the maintenance and support of computers, copiers, printers, and other technology equipment used by the organization.
6. Ensure appropriate user access, data accuracy, and system integrity for organizational technology platforms.
7. Manage relationships with technology vendors and maintain subscriptions for software and online services used by the organization.
8. Ensure that technology platforms effectively support communication, outreach, and operational needs.
9. Manage the Technology Committee budget.
10. Submit a proposed budget to the Finance Committee for the succeeding year.
11. Maintain file documenting systems and platforms and manage administrative procedures for their use.

Standard Board Member Responsibilities
1. Submit a proposed budget for the succeeding year.
2. Ensure the committee and all subcommittee procedure book(s) and/or electronic records are updated and added to the MDF.
3. Submit recommended job description revisions to the Bylaws Chair.
4. Submit a year-end Final Report to the President.

Competencies

- Ability to foster an environment of participation and accountability through strong relationship-building, communication, and management skills.
- Proficiency with Microsoft applications
- Competence in digital communication.
- Successful background check.

Governing Documents

Bylaws, Standing Rules, Policies