# Director of Technology

* Provide oversight of, maintenance on, and technical support for Chapter technology, including:
	+ Chapter’s public website
	+ Chapter domain name registration
	+ Chapter email
	+ Chapter internal collaboration website
	+ Any new technology put in use by the Chapter
* Identify opportunities in which the Chapter could improve its use of technology
* Assist with short-term and long-term strategic planning regarding Chapter technology

1.2    **Chapter Website**

* Through the Technology Committee, maintain the Chapter’s website
* Ensure that information on the Chapter’s website is accurate, current and appropriate, working with the appropriate Director(s)/Officer

1.3    **Media Advertising**

* Support the Director of Communications and other appropriate Director(s)/Officer(s) to prepare and place advertisements for upcoming Chapter events, new PMP recipients or announcements, as appropriate on the Chapter Web site

1.4    **Chapter Newsletter**

* Provide technical assistance to the Director of Communications regarding the Chapter newsletter

1.5    **Other Duties**

* Prepare and present a status report at each Board meeting.
* Prepare the Technology section of the Annual Report presented to the membership at the Annual General Meeting.
* Assist in preparing detailed Operations portion of Chapter budget.