



VP of Information Technology Position Description

Summary:

- Provides technology support for chapter activities.

Reports To/Direct Reports:

- Reports To: President
- Direct Reports: None

Term of Office:

- Elected by Greater Pensacola SHRM membership for a 1-year term beginning January 1st and ending December 31st.

Requirements:

- Must be a GPSHRM member in good standing for the entire term of office.
- Must meet the eligibility requirements of membership status as a national SHRM member.
- Must have personal access to social media platforms (e.g., Facebook and LinkedIn) by October 1st prior to taking office and for the entire term of office.

Responsible To:

- GPSHRM members
- GPSHRM President

Responsibilities:

- Setup and tear down equipment for monthly membership meetings; facilitate virtual meetings.
- Coordinates technology needs with VP of Programs and speakers.
- Create, manage and update chapter website; track website domain expiration and website hosting cost increase/decrease.
- Monitor chapter email account; respond to member questions and problems regarding the website; route questions to appropriate person for response; maintain GroupMe app with current board of directors.
- Add, update, and remove job bank advertisements; email membership with new job bank opportunities.
- Create, distribute, and collect survey responses.
- Serve as backup to VP of Marketing for social media posting.
- Make recommendations to the board of directors on hosting vendors and new technology that may increase the efficiency of chapter operations and communications.
- Attend and participate in all monthly membership and board of directors' meetings, if unable to attend, ensure tasks are completed by a backup member; provide programmatic updates to membership and board of directors at meetings.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.

- Participate in activities on behalf of the GPSHRM President and/or membership as requested; represent GPSHRM in the human resources community.
- Assist the President and President-Elect with all required SHRM and HR Florida reporting.
- Assist other officers in the performance of their responsibilities, upon request.
- Perform special projects as assigned by the president.